

# Brookings Municipal Utilities

## Swiftel Communications

### Job Description

**Job Title:** Administrator – Industrial Waste Program  
**Department:** Water/Wastewater  
**Reports To:** Water/Wastewater Plant Operations Foreman  
**FLSA Status:** Non-Exempt  
**Classification:** Operational  
**Wage Scale Designation:** O-13

### General Statement of Duties

Assists with administration of the BMU Industrial Waste/Pretreatment Program in accordance with State and Federal regulations. The Industrial Waste/Pretreatment program regulates industrial wastewater discharges and is federally and state mandated to be enforced at the local level by BMU.

### Typical Duties and Responsibilities

1. Draft and issue permits to local industries regulated by the Industrial Waste/Pretreatment program.
2. Draft and issue permits to liquid waste haulers requesting permission to haul and discharge wastewater at the BMU wastewater treatment facility.
3. Conducts minimum annual inspection of permitted industries and liquid waste haulers, including inspection of pretreatment systems, slug discharge control plan review, chemical inventory, regulatory compliance, and industrial wastewater source review.
4. Evaluates data supplied by industrial users on their self-monitoring forms, compliance reports, and permit applications.
5. Monitors industrial wastewater; conducts sampling and analysis as necessary specific to regulated industry. Maintains sampling and monitoring of equipment.
6. Maintains Pretreatment records. Maintain and update Industrial Waste Surveys.
7. Enforce and update local limits and local Pretreatment Rules and Regulations.
8. Oversees the enforcement of the rules and regulations with the assistance of the legal, engineering, and administrative staff of the Brookings Utilities. Enforcement work may include direct communication with the Industrial User, initiation of formal action in the event of violations, and assisting legal staff in seeking injunctive relief if necessary.
9. Administers the program with the assistance of the general administrative staff of the Brookings Utilities. Administrative duties would include preparing billing for industrial and liquid waste haulers, completing annual Pretreatment report to SD-DENR and EPA, representing BMU during State Pretreatment audits and inspections, participation in public meetings, and communication with industrial users regarding permits, fees, and enforcement actions.
10. Maintains a regular reporting of activities to the administrative staff of the Brookings Utilities.
11. Performs other duties as assigned.

### Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education and/or Experience

1. High School Diploma or G.E.D.
2. An equivalent combination of post-high school training in engineering or natural sciences, possession of a Class I, II, or III plant operations license, or experience in a related capacity.
3. Employee must possess knowledge or the ability to understand the operation of wastewater treatment and sludge treatment processes used at the Brookings Wastewater Treatment Facility; industrial waste sampling techniques, chain of custody requirements and laboratory analytical

procedures; the requirements of the NPDES permit system, and in particular, the NPDES Permits for discharges from public owned treatment works.

4. Employee must possess the ability to set up and maintain a file system for data on industrial users.
5. Employee must possess the ability to plan budgets for the operation of the program.
6. Employee must possess the ability to communicate with industrial users and the general public as well as the administrative officials of the Utilities.
7. Employee must possess the ability to assist legal, administrative, and engineering staff in preparation of enforcement actions if necessary.
8. Employee must possess the ability to work with other staff members.

#### **Language Skills**

1. Ability to read and comprehend simple to complex instructions, short correspondence, and memos.
2. Ability to effectively communicate both written and verbally.

#### **Certification, Testing and Examination**

1. Possession of a valid driver's license.
2. Possession of or the ability to obtain a South Dakota Commercial Driver's License (CDL) within 60 days of hire.
3. Other such testing as deemed necessary by Brookings Municipal Utilities / Swiftel.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. Frequently required to stand; walk; sit; speak; hear; use hands to handle or feel; and reach with hands and arms.
2. Frequently required to climb or balance; stoop, kneel, bend, crouch, or crawl.
3. Required to actively listen and communicate with supervisor, peers and customers.
4. Specific vision abilities required by this job include close vision, color vision, distance vision and peripheral vision.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

1. While performing the duties of this position, the employee is frequently exposed to outside weather conditions.
2. Normal indoor conditions of heat, humidity and dust.
3. Position involves frequent exposure to contaminants (such as pollutants, gases, dust or odors).
4. Position involves regular contact with other employees and members of the public.
5. The noise level in the work environment is usually moderate with occasional exposure to loud noise levels.

#### **Typical Performance Requirements**

The performance standards described here are representative of those that must be met by an employee performing the essential functions of this position. These are largely based on industry standards for the position.

1. Employee is expected to meet performance standards communicated by the supervisor.
2. Employee is required to adhere to the guidelines presented in the Personnel Policy Manual.

*Nothing in this job description restricts management's right to assign or reassign the duties and responsibilities of this job at any time.*

3/14/2017

Date Approved