

CITY OF SHEBOYGAN

CHEMIST/INDUSTRIAL WASTEWATER SUPERVISOR

Code C08200D

Grade 9

Reports to: Wastewater Treatment Plant Superintendent	Department: Public Works
Classification: Exempt S & G 6/26/12	Division: Non-Represented
Date: November 1989	Approved: Gen Ord 132-89-90

Nature of Work:

This is professional work responsible for supervising laboratory functions and administering all aspects of the Sheboygan Industrial Pretreatment Program. Work is performed independently in accordance with local, State, and Federal regulations.

Typical Duties: (These examples do not list all the duties which may be assigned.)

- 1.* Supervises and/or participates in the collection and analyzing of samples originating from the treatment process, collection system, or industrial discharges.
- 2.* Supervises and directs the laboratory analysis work of all personnel who may utilize the laboratory facilities and initiates the purchase of laboratory supplies and equipment.
- 3.* Enforces all laboratory safety standards set by City, State, and Federal laws.
- 4.* Performs industrial inspections and writes industrial wastewater discharge permits, and directs monitoring activities associated with industrial discharges.
- 5.* Assists management in projecting the effect of industrial discharges on plant operations and in the establishment of industrial pretreatment requirements.
- 6.* Evaluates and monitors the acceptability of hauled wastes discharged at WWTP.
- 7.* Maintains complete records and submits detailed reports as required by State and Federal agencies.
- 8.* Implements and enforces local, State, and Federal industrial pretreatment regulations.
- 9.* Recommends necessary pretreatment enforcement action to the Plant Superintendent and assists the City Attorney's Office in any enforcement proceedings.

- 10.* Supervises and evaluates employees and effectively recommends hiring, promotions, demotion, or discipline.
11. Performs additional related duties for any City department as assigned by the Wastewater Plant Superintendent.

*Essential Functions

Minimum Qualifications:

1. Bachelor of Science degree from an accredited college with major course work in chemistry or a closely related field.
2. Two years of experience collecting wastewater samples and performing wastewater analysis.
3. Ability to interpret the results of laboratory tests with accuracy and precision.
4. Skill in the use, care, and maintenance of laboratory equipment.
5. Ability to accurately follow oral and written instructions and express oneself clearly orally and in writing.
6. A high sense of responsibility and initiative to work independently without supervision.
7. Ability to establish and maintain effective public and employee relations.
8. Thorough knowledge of State and Federal industrial pretreatment regulations.
9. Possession of a valid Wisconsin Motor Vehicle Operator's License in good standing.

November 1989

Gen. Ord. 132-89-90

-Job Code changed from C08200S to C08200N 12/99 to reflect non-represented, non-exempt status.
Effective 4/1/2012 change from non-exempt to exempt status