

***Job Opportunity #2340
Pre-Treatment Coordinator
Posted February 22, 2019 until filled***

Position: **Pre-treatment Coordinator**
Department: Geauga County Water Resources
Pay Grade: WR6
Compensation: \$25.11/HR Full Benefits Package

Definition: Leads the administration and modernization of the pretreatment rules and regulations for the Geauga County Department of Water Resources; represents the Department's interests by serving as liaison with relevant support and management staff which requires expertise with the subject matter of the project; requests and obtains confidential customer information to evaluate customer needs and how to implement programming; partners with the Engineering staff on projects; performs related duties as required, including exercising discretion to how to best implement the Department's pretreatment rules and regulations.

Typical Examples of Duties & Percentage of Time:

50-60% Leads implementation of the pretreatment program for the Department of Water Resources; identifies barriers and recommends solutions to the implementation of the pretreatment program at his/her own discretion; requests and obtains confidential customer information to evaluate customer needs and how to carry out programming; develops and revises the pretreatment requirements following the guidelines established by the Ohio EPA; conducts research on the internet to identify other County government offices that have created similar programs to develop best practices; independently heads field investigations and commercial evaluations on current and future Geauga County Water Resources water and sewer customers' facilities to ascertain potential sources that require annual monitoring; prepares, presents, evaluates, and analyzes operational reports; oversees projects and communicates status of projects and offers recommendations to management based upon his/her own independent evaluation; creates programs within customers' facilities to eliminate unacceptable discharges as deemed necessary.

20-30% Formulates plans and specifications for water and wastewater plant improvements; evaluates proposed subdivision plats and plans of construction to assure conformance with regulations and sound engineering criteria; prepares and/or audits drawings for design of sewage treatment facilities, sanitary sewer systems, engineering reports, and as-built drawings; calculates cut and fill requirements, material needs, cost estimates, and other components of planning and design; implements department mapping of the sewer and water systems; assists in mapping with County GIS system; assists in maintaining geographic and tabular data bases using scanners and plotters; requests field and plan data for maintaining mapping; implements new computer applications to work assignments; creates clear and accurate maps and graphics rapidly on short notice

- 10-20% Oversees project and department records and documentation; prepares and maintains project folders; and compiles and enters data
- 10-20% Assists with inspections and OUPS stakings; assists in construction project management by making operative the decisions of the Department's management; prepares timelines

Knowledge, Skills and Abilities:

Knowledge of 1) *office practice and procedures, 2) *departmental rules and regulations, 3) *rules and regulations of the Ohio EPA, 4) knowledge of WWTP technology (-ies), 5) or familiarity with GIS software, such as ArcView, ArcEdit, and ArcInfo; (6) or familiarity with digitizing and data manipulation procedures for geographic information systems;

Skill in 7) the operation of related office equipment, 8) Reading blueprints, inspection sketches and construction records;

Ability to 9) independently and effectively communicate with employees, co-workers, and the general public, 10) communicate orally and in writing with others, 11) work independently and productively with minimal supervision, 12) solve complicated problems involving several variables in a familiar context, 13) prepare meaningful, concise and accurate reports, 14) meet deadlines, 15) prepare and maintain a variety of records, including discretely protecting confidential customer documents, 16) prepare and interpret maps and engineering drawings; 17) calculate fractions, decimals and percentages and perform basic math functions accurately.

May be entrusted to safeguard and discretely maintain confidential customer records.

Suggested Training and Experience Requirements:

Associates degree, Bachelor's preferred in the environmental engineering/sciences, experience with the wastewater industry, experience with the local health department and Ohio Department of Health; three years or more previous work experience in relevant fields is a plus; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

Additional Requirements:

- Must pass (test negative) pre-employment drug test.
- May drive personal vehicle for county business.
- Must possess valid Ohio driver's license with acceptable record.
- Performs work which is primarily sedentary.
- Is subject to inside and outside environmental conditions.
- Requires vision (which may be corrected) to read small print.
- Must be able to work a flexible schedule including nights and weekends.

Submit an *Application for Employment* and resume to **the Geauga County Commissioners, Attn: HR Administrator #2340, 470 Center Street Bldg. #4, Chardon OH 44024.** Please refer to details and application at www.co.geauga.oh.us.