

# FOG COMPLIANCE OFFICER

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Position Code: 1950  
WC Code: 7580  
FLSA Status: Non-Exempt  
Pay Grade: 348  
Location: Public Services  
Approval Date: 2018

## **General Statement of Duties**

Perform difficult technical work in the monitoring of industrial waste and other operational duties in a wastewater treatment plant.

## **Distinguishing Features of the Class**

An employee in this class monitors industries and remediation sites by sampling, coordinating the analysis of samples, and evaluating and reporting results against permitted levels of various environmentally sensitive properties. Work involves monitoring state and federal regulatory requirements and researching and instituting program changes to comply; preparing a variety of records and reports as required by the state; and working with industries to monitor discharge, reduce harmful elements in discharge, and identify strategies to reduce cost for industries and city of discharge treatment. The employee is subject to hazards associated with wastewater and chemical work including exposure to electrical current and chemicals, fumes, odors, dusts, mists, gases and poor ventilation. Work around raw sewage is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision and is reviewed for conformance to testing and reporting procedures, program effectiveness and accuracy.

## **Duties and Responsibilities**

Sets up sampling systems to monitor compliance of individual industries with their permit levels; communicates with industries concerning compliance and noncompliance; inspects industrial sites for compliance; maintains records and analyzes program results; recommends changes in program to implement frequently and changing regulations.

Operates a microcomputer to analyze and track test results.

Coordinates laboratory analysis for pretreatment sample analysis, inspects results; generates information for surcharging when necessary.

Interprets laboratory tests and prepares required reports; prepares headworks analysis, enforcement response plan, and other reports and records as required.

Consults with, informs and advises industrial officials about controls to be used, defects found, or changes in treatment process.

Participates in updating ordinances, policies and practices related to program.

Calculates industrial permits using micro-computer; communicates and corresponds with industries; monitors industry performance in meeting permitted levels; assess fines for noncompliance.

Serves in the absence of other plant staff.

Performs other tasks as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of industrial pretreatment laws, regulations and methods.

Considerable knowledge of modern laboratory techniques, materials and equipment, including those used in complex chemical and biochemical analysis of wastewater.

Considerable knowledge of the principles of organic and inorganic chemistry.

Considerable knowledge of applicable federal, state and local laws, ordinances and permitting requirements.

Considerable knowledge of wastewater treatment principles, practices and methods.

Ability to read and interpret technical federal guidelines on wastewater and water treatment procedures and tests and industrial pretreatment program requirements.

Ability to interpret city ordinances and state regulations related to water and wastewater treatment and industrial pretreatment.

Ability to take water and sewage samples and perform the standard laboratory tests.

Ability to prepare and keep accurate computerized records and prepare reports.

Ability to perform mathematical calculations.

Ability to establish and maintain effective working relationships with industrial officials, regulatory officials, peers, superiors and contracting agencies.

### **Physical Requirements**

Must be able to perform the basic life functions of stooping, crouching, reaching, standing, lifting, fingering, grasping, talking and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to prepare and analyze laboratory results and data to operate a microcomputer, and to perform visual inspection of measurement devices.

### **Minimum Education and Experience**

High School diploma or GED and five to seven years directly related experience; or two years of college or Associate's Degree and one to two years of directly related experience; or an equivalent combination of education and experience.

### **Special Requirements**

The candidate must possess a Pretreatment Grade I Certification from the North Carolina Pretreatment Certification Board or the ability to attain within one year.