

**CITY OF NORTH OLMSTED
PRETREATMENT INTERN**

The City of North Olmsted Waste Water Treatment Plant is seeking a Pretreatment Intern. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department by May 27, 2022.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under general direction of Assistant Superintendent, responsible for researching, interpreting and understanding complex regulations to determine applicability to circumstances or projects within the City of North Olmsted sewer system and Water Treatment Facility; conducts tests and field investigations to obtain data for use by the Superintendent, Engineering, and Scientific Personnel at the Wastewater Treatment Plant. Conducts field inspection of SUI and commercial businesses tributary to North Olmsted's collection system. Collects samples for testing, records data, and prepares summaries for review. May conduct tests related to research in environmental or pollution control activity. Responsible for the City's approved Pretreatment and biosolids programs under the City's NPDES Permit. This position will report to the Superintendent and Assistant Superintendent of the wastewater treatment plant.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of high school diploma or GED equivalent, Associates Degree from accredited college in technical field such as physics, chemistry, mechanical or environmental science preferred; or equivalent combination of education, experience, and training required.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess valid state of Ohio driver's license; must remain insurable under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

ISE meter, PH meter, balances, ovens/mettle furnace, incubator, IDEXX & membrane filter, computer, laboratory glassware

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to: noisy operations or activities; occupational exposure to hazardous chemicals in laboratories; hand and portable tools; human blood or other potentially infectious materials; hot, cold, wet, humid or windy weather conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Review and interpret all U.S. Environmental Protection (USEPA) and Ohio EPA environmental regulations, including the City's NPDES permit to insure the WWTP is in compliance with current wastewater laws and regulations; provides recommendations to revise the sewers generally and pretreatment ordinance as required; etc.
2. Coordinates the inspection of commercial and industrial facilities, including collection and transport of samples with necessary chain of custody; performs paperwork tasks associated with field activities, including recording technical data from instruments, describing sampling protocols and summarizing field notes.
3. Maintains thorough knowledge of EPA regulations (C.F.R. Title 40) and Resource Conservation and Recovery Act law and equivalent state laws and regulatory programs for hazardous material, testing and classification procedures for hazardous materials, personal protection procedures and equipment, treatment standards before disposal, plant personnel training and spill contingency plans; etc.
4. Responsible for tracking all transportation of biosolids, grit, grease, and rags for the Wastewater and Streets Department for the City of North Olmsted on a monthly and annual basis; assists with the writing and submittal of the OEPA Annual Biosolids Report.
5. Serves as the North Olmsted WWTP emergency contact for Cuyahoga County; provides local monitoring, sampling, inspecting and enforcing of federal, state and local laws pertaining to violations of substances entering the sewer system and/or the Wastewater Treatment Facility of the City.
6. Maintains required licensures and certification.
7. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to

essential functions.

8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: departmental policies and procedures*; inventory control; bacteriology; math; biology; chemistry; lab procedures; treatment plant operating procedures*; USEPA and OEPA regulations; National Pollutant Discharge Elimination System (NPDES)*; laboratory equipment and supplies; safety practices and procedures.

Skill in: motor vehicle operation; use of computer and general office equipment.

Ability to: deal with problems involving several variables within a familiar context; understand system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; maintain accurate records; use statistical analysis; maintain records according to established procedures; work independently; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; gain access to the worksite; develop and maintain effective working relationships; perform light manual labor; travel to and gain access to work sites with associates, supervisors, and general public; perform tasks according to NPEDS permit and EPA pretreatment manual; understand a variety of written and/or verbal communications.

Starting Salary

\$17.50 per hour (projected total hours: 600)