

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**WASTEWATER PRETREATMENT PROGRAM MANAGER - 1528**

**DEFINITION:**

Under direction, to plan and direct, through subordinate supervisors, the City's Wastewater Pretreatment Permit and Compliance Program; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Administers the City's Wastewater Pretreatment Program;
- Develops program policies, objectives, standards, and procedures;
- Directs a professional staff in inspecting industrial and commercial establishments which discharge waste into the City's sewer system and waterways;
- Meets with representatives of noncomplying establishments;
- Serves as hearing officer for the most sensitive and complex violations to ensure compliance;
- Develops program strategies to ensure industry compliance with local, state, and federal requirements;
- Determines appropriateness of wastewater pretreatment systems;
- Determines discharge limitations, and monitoring schedules and time frames for compliance;
- Directs and initiates special investigations;
- Approves and signs waste permits;
- Confers with officials of contract cities regarding noncomplying industries within the City limits, and to develop policies and ordinances defining the City's legal relationship with the agencies;
- Oversees production of annual and semi-annual pretreatment reports;
- Recommends fee schedules;
- Presents public awareness programs;
- Sits on various boards, committees, and task forces;
- Develops and monitors the program budget;
- Selects, rates, and trains subordinate staff;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree in Chemical or Environmental Engineering, Chemistry, Biology, or a closely related field; **AND** three years of full-time professional-level industrial waste inspection experience, which includes conducting site evaluations and inspections, and applying federal pretreatment standards to a variety of categorically regulated industries generating waste discharged into the sewer system, which must include one year of full-time experience as a lead or supervisor over professional wastewater pretreatment inspection/enforcement staff, and one of the following options: 1) an additional one year of full-time industrial waste inspection experience which includes conducting site evaluations and inspections, and applying federal pretreatment standards to a variety of categorically regulated industries generating waste discharged into the sewer system. 2) one year of full-time chemical, environmental, or sanitary engineering experience which includes the design or operation of wet industrial processes or sanitary/industrial wastewater treatment processes. 3) one year of full-time chemical wastewater laboratory experience in an industrial waste program which includes the sampling and analysis of toxic pollutants. Possession of a valid California Class C Driver's License.