

PROGRAM COORDINATOR - ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent develops, coordinates and supervises the Industrial Pretreatment Program mandated by the Federal Clean Water Act and the State Department of Environmental Conservation. The program is designed to prevent the introduction of pollutants, which would interfere with public treatment facilities causing a possible safety hazard to County personnel or a violation of State Discharge permits. Supervision is exercised over a number of non-professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Monitors industrial discharges to insure compliance with Local Law No. 12-1985, Westchester County Environmental Facilities Sewer Act;

Develops, institutes and maintains billing system, for the significant industrial users, in conjunction with the finance and law departments;

Ensures that each significant industrial user be issued a Wastewater Discharge Permit;

Monitors industrial users to ensure compliance with their County permits;

Makes recommendations to County Wastewater Treatment plants on process changes which will permit the plants to remain in compliance with their discharge permits when an accidental industrial discharge threatens to "upset" plant processes or operations;

Troubleshoots wastewater treatment plant "upsets" for possible industrial interference with processes and operations. Troubleshooting will be of both a chemical and a process control nature, with chemical analyses recommended or performed, as necessary;

Maintains control of industrial sampling and ensures a minimum of one sample per year for each permit;

Reviews and analyzes requests by industries to discharge specific chemical wastes into the County sewer system and determines impact on affected plants, processes and operations;

Reviews laboratory analysis of each sample collected by the field crews and recommends action as necessary;

Consults with the significant industrial users to advise on changes in their processes and treatment of waste to ensure compliance with their discharge permits;

EXAMPLES OF WORK: (Cont'd)

Consults with Department of Labs and Research to review their analytical procedures and data reporting and recommends changes in parameter detection limits as necessary;

Performs chemical analysis of wastewater samples from industrial or treatment plants in accordance with Standard Methods for the Examination of Water and Wastewater, as necessary;

Collects industrial samples when necessary;

Supervises the filing and retention of files of the significant industrial users for review by Federal and State agencies to ensure compliance with state pretreatment laws.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of State and Federal Environmental regulations; thorough knowledge of environmental chemistry, sampling and analytical procedures, Treatment Plant Operations and processes; good knowledge of administrative practices as they relate to wastewater treatment facilities; ability to gather, compile and evaluate data and information; ability to clearly and concisely express ideas, orally and in writing; ability to establish and maintain effective working relationships with groups and individuals in both the public and the private sector; working knowledge of billing systems; working knowledge of filing systems; good judgment; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Chemical Engineering or Chemistry and four years laboratory and Treatment Plant Process Control experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.