

COMPLIANCE OFFICER/INDUSTRIAL WASTE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the collection and preparation of composite industrial wastewater samples on a prescribed schedule for chemical analysis as a basis for assessing charges for sewer use and compliance with Discharge Permit or Local Limits. The work also involves recording data from wastewater flow meters and installing and removing temporary sampling and/or flow measuring systems and equipment. Another important feature of this work involves the detection and investigation of sewer ordinance violations which may also involve investigating complaints of sewer gases and the filing of comprehensive detailed reports with his/her immediate superior, the Industrial Monitoring Coordinator or his/her designee. The incumbent will assist the Industrial Monitoring Coordinator in reviewing industrial compliance reports; reviews Commercial, Small Industrial Residential Users (CSIRU) for potential Significant Industrial User status and conducts inspections of facilities as required. Other duties include coordination of division's computer data spreadsheets. The Compliance Officer/Industrial Waste Inspector performs related work as required.

TYPICAL WORK ACTIVITIES:

Travels to various industrial locations throughout the city on a prescribed schedule;
Locates monitoring stations or control manholes by reference to an appropriate directory of such station, gains access to the station or monitoring point;
Picks up samples;
Observes instruments in the station and records observations and other pertinent data and transports samples back to the Wastewater Treatment Plant laboratory;
Inspects and conducts reviews of industrial users (CSIRU's) to determine SIU vs. non-SIU status;
Corresponds with CSIRU's with respect to compliance requirements;
Installs and removes composite sampling and flow (measuring) equipment and insures equipment is in proper operating condition;
Assists in information and performs compliance monitoring and sewer sampling throughout the city as required and directed by the Industrial Monitoring Coordinator or his or her designee;
Investigates and reports on violations or reported violations of the Niagara Falls Water Board's Regulations;
Conducts industrial compliance reports and data, reviews and assists in compliance actions against non-compliant industrial users under direction of the Industrial Monitoring Coordinator;
Investigates and reports on sewer gas complaints;
Prepares and transmits written reports;
Attends compliance meetings with industrial user contacts;
Performs inspections of monitoring station to assure accuracy and compliance;
Reviews flow and pH charts for irregularities;
Develops and updates the division's computer spread sheets.

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COMPLIANCE OFFICER/INDUSTRIAL WASTE INSPECTOR (Cont'd.)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of composite industrial wastewater sampling techniques; good knowledge of proper procedures for obtaining valid samples; good knowledge of the operation of continuous wastewater flow meters and automatic sampling devices; working knowledge of the simple laboratory practices, tests, techniques, equipment and terminology in the field involved; thorough knowledge of safety practices as applied to work in and around industrial sewers and wastewater; ability to read sewer maps and blueprints; observant; ability to recognize the malfunction of recorders and other instruments associated with industrial wastewater sampling; ability to evaluate the quality and validity of industrial wastewater samples; ability to read and interpret pH charts and flow charts; ability to carry out detailed oral and written instructions; ability to compile and review compliance reports and data necessary for compliance action against non-compliant industrial users; ability to read, interpret and enforce federal, state and local regulatory standards pertaining to wastewater discharges; ability to compile such data and develop computer programs to organize data and produce comprehensive reports in Excel and Word; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: OPEN COMPETITIVE

Candidates must meet the requirements of one of the following groups on or before the date of the written test:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in engineering or applicable science with two (2) years' experience in industrial process and completion of a course in computers or six (6) months experience in a position involving the use of computers;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience, including the computer experience as defined in (A);

OR

(C) Any equivalent combination of education, experience and training as defined within the limits of (A) and (B).

NOTE: At least two (2) years appropriate experience is required; additional education beyond an Associate's degree cannot be substituted for the two (2) years experience; high school graduation is required; additional experience beyond four (4) years cannot be substituted for high school graduation.

SPECIAL REQUIREMENTS:

Eligibles must possess a valid New York State Driver's License at time of appointment.