

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Wastewater

**Position:** Environmental Compliance Administrator

**Job Category:** PAT (Professional, Administrative, Technological)

**Status:** 40 Hours

**FLSA Status:** Salary, Exempt

**Date of Announcement:** June 13, 2018

**Application Deadline:** Until position is filled

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.*

- Prepares correspondence to industries, governmental units, and others including requests for information and violation notices.
- Collects and prepares composite samples of final effluent from various industries in the city to verify compliance with pretreatment requirements.
- Collects and prepares composite samples of raw influent and final effluent from Goshen WWTP in order to comply with NPDES Permit requirements.
- Manages all phases of state approved land application program, including collecting and preparing samples, preparing and submitting reports, and completing applications for permits.
- Prepares monthly, quarterly, and annual reports to IDEM and EPA.
- Manages the Fats, Oil and Grease (FOG) program including polling of all restaurants grease interceptors, permitting, violation letters, etc.
- Inspection of all oil/sand separators city wide.
- Manages the Dental Amalgam Mercury program.
- Ability to perform a variety of analyses including total suspended solids, biochemical oxygen demand, phosphorus, ammonia, fecal coliform, chlorine, pH, etc. (as needed)
- Performs other related essential duties as required.

### **Minimum Training and Experience Required:**

- High school graduate or equivalency and vocational/technical training, plus three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

### **Special Requirements:**

- State of Indiana Municipal Wastewater Treatment Plant Operator certification is preferred.
- State of Indiana Industrial Wastewater Treatment Plant Operator certification is preferred.

### **Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated office machines.
- Ability to utilize departmental equipment and tools including monitoring van, automatic samplers, mechanic's tools, and laboratory supplies, etc.
- Ability to exert physical effort in sedentary to light work involving lifting, carrying, pushing, and pulling; ability to stoop and kneel; ability to stand and concentrate for extended periods of time.

### **Supervisory Responsibilities:**

- Ability to provide instruction and training and to respond to employee problems.

**Mathematical Ability:**

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, perform algebraic calculations, and measure data.

**Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of informational documents including laboratory analysis reports, permit applications, industrial survey questionnaires, technical/design information, waste hauler log-in sheets, computer databases, and other reports and records .
- Ability to comprehend a variety of reference books and manuals including EPA manuals, computer manuals/handbooks, Health and Safety manuals, environmental journals, legal journals, equipment manuals/specifications, etc .
- Ability to prepare permit documents, inspection reports, notices on noncompliance, annual reports, ordinances, memos, correspondence, and other job related documents using prescribed format.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret engineering, legal, accounting, mechanical, and electrical terminology and language; must remain abreast of environmental, health and safety regulations in order to ensure the City's continued compliance with local, state, and federal regulations and requirements.
- Ability to perceive and discriminate colors and odors.
- Ability to use independent judgment, common sense, and principles of influence in the performance of tasks.
- Ability to work under stressful conditions.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to persuade, convince, influence and train others, including the ability to act in a lead worker capacity; ability to advise and interpret on the application of policies, procedures and standards to specific situations.
- Ability to communicate effectively.
- 

**Environmental Adaptability:**

- Ability to work effectively in an office and plant environment being exposed to heat, cold, noise, odors, toxic agents/chemicals, explosive situations, and confined spaces.

**Rate of Pay:**

Grade 18 as designated by current salary ordinance.

Min Salary \$1,974.67/bi-weekly

Mid Salary \$2,364.87/bi-weekly

**Work Hours:**

Monday – Friday, 6:00 a.m. – 2:30 p.m. (flexible)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

---

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free