



Wastewater Systems Analyst

WW/6

Wastewater

JOB SUMMARY

This position performs systems analysis and inspection duties to monitor the efficiency and effectiveness of the collection system and pretreatment devices.

MAJOR DUTIES

- Monitors system operations; gauges system efficiency by monitoring flow, electrical consumption and pumping rates to determine areas of likely inflow and infiltration, ragging, odor issues, and other situations that may arise.
- Collects and tabulates data for analysis; develops recommendations for process improvements.
- Reviews construction plans for compliance with approved standards for sewer connections, including pretreatment reviews in accordance with the agency's industrial pretreatment program.
- Coordinates reviews with Planning & Development Coordinator(s) to determine availability of capacity for proposed development.
- Maintains an archive of all closed-circuit television (CCTV) inspections.
- Performs QA/QC duties on CCTV inspection videos provided by coworkers and contractors.
- Identifies deficiencies in CCTV processes to improve coding accuracy.
- Inspects pretreatment devices, including but not limited to grease traps/interceptors, lint traps, oil/water separators, and hair drains for proper operation and maintenance.
- Resolves concerns from business owners and the public concerning FOG-related issues.
- Maintains records and prepares a variety of regular and special reports.
- Inputs data into and maintains electronic databases.
- Performs related duties related to operations and maintenance of wastewater systems as necessary.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater collection system operation and maintenance principles.
- Knowledge of wastewater systems analysis principles.
- Knowledge of odor and corrosion control principles.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal, state and local regulations and ordinances.
- Knowledge of division and agency policies and procedures.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in conducting and documenting field inspections.
- Skill in managing files and records.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Director of Wastewater Compliance Monitoring assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include division and agency policies, procedures and standards. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical duties. Frequent changes to system operations and field conditions contribute to the complexity of the position.
- The purpose of this position is to monitor and analyze system operations to determine recommend improvements. Successful performance contributes to the efficiency and effectiveness of system operations and improves compliance efforts both in the collection systems and at the treatment plants.

CONTACTS

- Contacts are typically co-workers, other agency personnel, and the general public.
- Employee will typically exchange information with, resolve problems for, and provide services to contacts.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending or crouching. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain certification as a Pipeline Assessment and Certification Program Operator.
- Possession of or ability to readily obtain license issued by the State of Georgia for Wastewater Collection Systems Operator.