

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**WASTEWATER PRETREATMENT PROGRAM MANAGER**

**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, 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;
- 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 Announcement for updated minimum qualifications.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Chemistry, Biology, or a closely related field; **AND** four years of professional level experience in wastewater pretreatment inspection or chemical wastewater laboratory experience related to the discharge of industrial or commercial wastes into sewage systems or waterways. One year of qualifying experience must have been in the supervision or leadership of a professional wastewater pretreatment inspection staff.

- \* **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.