

**JOB TITLE: Compliance Analyst**

DEPARTMENT: Industrial Pretreatment Program (IPP)

LOCATION: Central Treatment Plant

SHIFT: No

REPORTS TO: Superintendent Industrial | Municipal Compliance/as assigned

DIVISION: Wastewater

EXEMPT: Yes

REVISED: 1/2021

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**SUMMARY:** Assists with the Non-Domestic Wastewater Discharge activities of the MCUA IPP and evaluates User compliance with permit requirements by performing the following duties.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** Include the following and others as assigned.

Reviews data and evaluates industrial/commercial sources to determine permit and/or categorical compliance.

Assists and/or prepares compliance documentation, reviews self-monitoring reports, and assesses validity of data and lab analyses to ensure compliance with permit review process and IPP requirements.

Assists and/or conducts sampling and/or inspections in accordance with IPP requirements, USEPA and NJDEP protocols and the MCUA Rules and Regulations as assigned.

Assists and/or prepares with dissemination of administrative orders, notices of civil administrative penalty assessments, notices of violation, administrative directives, and official documentation related to the IPP.

Assists and/or prepares Control Documents in accordance with IPP requirements.

Assists and/or develops industrial discharge limitations.

Recommends issuance or denial of permits in accordance with IPP requirements.

Assists and/or reviews compliance schedules/reports and inspection reports to ensure compliance with IPP requirements.

Provides interpretation and guidance to service area users/sources regarding the implementation of MCUA IPP rules, regulations, and policies.

Monitors tracking and enforcement of permit/categorical compliance.

Recommends enforcement actions of noncompliance or unsatisfactory compliance with regulations.

Assists and/or prepares documentation and material required for legal or regulatory purposes and testifies or serves as a witness regarding enforcement of IPP requirements.

Uses IPP database management system to input, maintain, and retrieve program data, essential records, files, reports, and related documentation.

Maintains and analyzes data and tracks or graphs trends as required.

Assists and/or develops or modifies techniques for monitoring and sampling.

Complies with applicable safety and health policies and procedures and performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Bachelor of Science Degree (B.S.) with major coursework in chemistry, biology, environmental or other related science, or appropriate engineering science; and five (5) years wastewater laboratory or related experience and/or training in industrial pretreatment program or related operation; or an Associate in Arts Degree (A.A.) with a concentration in biology, chemistry, environmental or other related science; and five (5) years related experience and/or training in industrial pretreatment program or related operation.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general scientific and technical journals, laboratory reports, and regulatory documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as ratios, proportions, fractions, percentages, area, circumference, weight, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Thorough knowledge of USEPA Categorical Pretreatment Standards and NJDEP regulations applicable to Industrial Pretreatment Programs. Thorough knowledge of and ability to implement USEPA and NJDEP sampling procedures including the installation, removal and handling of related equipment. Thorough knowledge of and ability to apply safety and procedural requirements for conducting wastewater sampling and analyses including physical, chemical, and microbiological tests and procedures. Considerable knowledge of wastewater and industrial pretreatment processes. Ability to use applicable computer equipment and software to tabulate, analyze and interpret laboratory and field data. Ability to work harmoniously with associates, regulatory agencies, government officials and the public. Ability to effectively coordinate efforts of professional, technical, and clerical staff, and consulting personnel to achieve Authority goals and schedules. Must be able and willing to utilize appropriate respiratory and safety equipment/PPE required to perform duties.

**LICENSES:** Required to possess a valid State of residence driver's license and meet Authority insurance requirements.

**CERTIFICATION REQUIREMENTS:** Must obtain Pretreatment Facility Inspection Certificate from California State University, Sacramento, Office of Water Programs within 1-year of employment in the MCUA Industrial Pretreatment Program.

**PREFERRED CREDENTIALS:** Possession of New Jersey N-1 or higher Industrial Wastewater Treatment Operator license issued by the New Jersey Department of Environmental Protection.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit and talk or hear and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works in outside weather conditions (heat, snow, winds, rain, etc.), on uneven surfaces or terrain, and is occasionally exposed to fumes, noxious odors, or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate to quiet.

The MCUA is an Equal Opportunity Employer (EEO/AA)

Please contact Matthew Wiater at [mwwiater@mcua.com](mailto:mwwiater@mcua.com) for additional information regarding salary and benefits as well as to submit resume and application.