

MIDDLESEX COUNTY UTILITIES AUTHORITY
JOB OPENING

JOB TITLE: Industrial Pretreatment Program (IPP) Compliance Investigator

DEPARTMENT: Industrial Pretreatment

DIVISION: Wastewater

LOCATION: Central Treatment Plant

EXEMPT: No

SALARY LEVEL: N-6 (\$38,320-\$88,270)

SHIFT: No

REPORTS TO: Senior Compliance Investigator/as assigned

REVISED: 07/02/2021

OTHER REQUIREMENTS: Must be available for holiday, call-in, and overtime work.

SUMMARY: Conduct sampling and inspections, review reports and laboratory analyses, and prepare administrative orders and penalty notices to ensure compliance by service area commercial or industrial users/sources with MCUA rules and regulations by performing the following duties.

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

Conduct sampling and inspections of the MCUA Central Treatment Plant as well as commercial and/or industrial users/sources in accordance with MCUA IPP requirements, USEPA, and NJDEP protocols.

Prepare compliance documentation, review self-monitoring reports, and assess validity of data and lab analyses to ensure compliance with permit review process and IPP requirements.

Inform and advise superiors of compliance/unsatisfactory compliance with IPP requirements by service area users/sources.

Prepare and assist with dissemination of administrative orders, notices of civil administrative penalty assessments, notices of violation, administrative directives, and official documentation related to the IPP.

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

Inventory, prepare, and ensure proper installation, operation and removal of sampling and related equipment.

Prepare documentation and material required for legal or regulatory purposes and testify or serve as a witness regarding enforcement of IPP requirements.

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

Compile information or data for monthly, yearly (calendar, fiscal, etc.) or other periodic reports.

Comply with all applicable safety and health policies and procedures.

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 two (2) years laboratory or related experience and/or training; or an Associate in Arts Degree (A.A.) with a concentration in biology, chemistry, environmental or related science; and four (4) 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: Knowledge of USEPA Categorical Pretreatment Standards and NJDEP regulations applicable to Industrial Pretreatment Programs. 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 effectively use computer equipment and related software including Microsoft Office and IPP-specific applications. Considerable knowledge of sampling, sample preservation techniques, and related health and safety requirements and procedures. Ability to work harmoniously with associates, industrial personnel, and government/regulatory officials. Must be able and willing to utilize appropriate respiratory and other safety equipment/PPE required in the performance of duties. Shall be capable of utilizing new tools, equipment, machinery, controls, devices, software applications, or other technology, as furnished by the Authority, to perform required job 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, stand, and walk; have manual dexterity; reach with hands and arms; stoop, kneel, crouch, talk, hear, and 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 frequently 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 industrial strength chemicals. The noise level in the work environment is usually moderate.

INSTRUCTIONS TO APPLY FOR THIS POSITION:

Anyone interested in applying for this position should submit a current resume and a letter of interest explaining how the candidate meets the job requirements **before 4:00 PM Tuesday July 20th 2021 to Human Resources Office, Central Administration Building, Room 124, Sayreville or to mwwiater@mcua.com** . Employees who are newly hired or accept a new position within the Authority, those who are promoted to a new job classification or have been transferred to a new assignment, and former employees who have been rehired, are classified as Conditional Employees for a period of six (6) months beginning with the first day on the new job. Any current employee who accepts and begins working in this position may not be able to return to their old position, or to any other position within the Authority, because of withdrawal or removal from, or inability to perform in this position. Qualified employees are encouraged to apply for posted positions as they occur. The MCUA is an Equal Opportunity Employer (EEO/AA).