

## **WASTEWATER RECLAMATION COORDINATOR**

### **DEFINITION**

Under general supervision the Wastewater Reclamation Coordinator is responsible for planning, coordinating and maintaining the City of Fresno programs for beneficial use of wastewater residuals; and ensures program compliance with local, state and federal regulations. Wastewater residuals include recycled water, biosolids and any other product that could be beneficially reused.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Chief of Wastewater Environmental Services.

### **DISTINGUISHING CHARACTERISTICS**

Wastewater Reclamation Coordinator is a single position class assigned to the Wastewater Management Division of the Department of Public Utilities. The incumbent develops, coordinates, monitors and promotes the beneficial use of wastewater residuals, including, but not limited to, the use and/or distribution of recycled water and biosolids.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(These duties are a representative sample; position assignments may vary.)

Coordinates, recommends, and develops the various elements of wastewater residuals marketing strategies for programs related to Recycled Water and the Beneficial Reuse of Biosolids; ensures program compliance with applicable local, federal and state regulations.

Promotes the expanded use, sale, and/or distribution of recycled water and biosolids by coordinating the City's efforts to educate the general public about wastewater residuals as beneficial products.

Make effective oral presentations on technical issues to staff, public and professional groups.

Responds to requests from developers, contractors and property owners regarding the Recycled Water Program; coordinates with the various Reclamation Facilities to determine production, availability and storage of recycled water and the feasibility to provide the service to users.

Analyzes recycled water supply and availability, presents recommendations regarding allocations and future market planning; establishes annual and seasonal allocations by service area and individual customer.

Ensures plan checks are processed through the appropriate City Department for documentation of recycled water new use specifications or conversion sites.

Provides customer service for recycled water users and maintains regular contact with customers, engineers, developers, contractors, farmers and property owners.

Develops or assists in the development of customer use incentives; prepares joint powers agreements with outside agencies for multijurisdictional issues; and assists in the development of estimated fees and charges.

Maintains outreach data and resource materials through computerized customer information database.

Monitors a variety of agricultural, commercial and municipal use areas to ensure compliance with city's requirements regarding the quantity and use of recycled water and distribution.

May provide direction to support personnel assisting with projects related to the Recycled Water Program.

Conducts research on current wastewater reclamation processes and provides related technical advice to management and customers.

Collaborates and confers with other internal sections, divisions and/or departments to coordinate activities, discuss policies, review work, exchange information, and resolve problems related to reclamation activities.

Participates in a variety of meetings, seminars, lectures, and/or other job related conferences.

Prepares contracts associated with the use and distribution of wastewater residuals and monitors the subsequent use and all applicable requirements of the contracts.

Performs other duties of a similar nature or level as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations.

Wastewater reclamation process at various levels of treatment.

Water distribution process, cross connection and backflow prevention.

Analytical methods and techniques.

Statistical analysis, theories and concepts.

Environmental sampling procedures.

Wastewater treatment and associated byproducts.

Chemical constituents and biological effects of recycled water.

Basic engineering and construction terminology.

Customer service practices.

Contracts and contract administration principals.

Farming practices.

**Ability to:**

Analyze and interpret federal, state and local laws and regulations relating to the safe use and distribution of recycled water.

Research and analyze a variety of complex statistical data and environmental information and make recommendations based on findings.

Prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Effectively verbalize ideas and recommendations.

Plan and organize multiple complex technical projects.

Prepare and perform mathematical calculations.

Safely operate and maintain applicable tools and equipment.

Collect environmental samples.

Demonstrate interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction.

**MINIMUM QUALIFICATIONS**

**Education**

Graduation from an accredited college or university with a Bachelor's Degree in engineering, chemistry, environmental health, environmental biology, agricultural science, public administration, business administration, or closely related field.

**Experience**

Two (2) years of technical and/or program management experience, preferably in the use and

distribution of recycled water or other residuals of the wastewater treatment process.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Special Requirements:**

Possession at time of appointment and continued maintenance of a valid Class C California Driver's License.

Possession of a valid Water Distribution Operator Certificate Grade D2 issued by the State of California Department of Public Health or a Wastewater Treatment Plant Operator Certificate Grade III issued by the State Water Resources Control Board is desirable.

**APPROVED:** \_\_\_\_\_  
**Director**

**DATE:** \_\_\_\_\_

TJ:ar 4/5/12