

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Clerk/Pretreatment Technician
DEPARTMENT: Sewer
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 1996

STATUS: Full-time

DATE REVISED: September 2016

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Clerk/Pretreatment Technician for the Sewer Department, responsible for performing various clerical functions, and monitoring compliance with industrial pretreatment regulations.

DUTIES:

Answers telephone, providing information and assistance, taking messages, or transferring/directing to appropriate individual or department. Receives and responds to sewer complaints, including obtaining detailed information from callers, dispatching/forwarding to appropriate personnel, discussing with Foreman, entering complaints and inspection results on computer.

Enters various data on computer, including chemicals/supplies received and used, fixed assets purchased, and lab records, such as water analysis and sludge application and analysis. Compiles and/or prints periodic reports as required or assigned.

Performs various clerical duties, such as typing/copying/filing documents, compiling/preparing Department reports, ordering supplies, and preparing/processing purchase orders, including typing forms, reviewing invoices, totaling items, and obtaining signatures.

Monitors compliance with industrial pretreatment regulations, including driving to various industrial sites, meeting with pretreatment managers, inspecting overall cleanliness/order and chemical spill management, collecting and analyzing water samples, entering data on computer, and compiling/submitted related periodic reports as required. Types and mails notices of violations, calculates and bills related charges, and conducts follow-up inspections to ensure compliance.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Certification as Class I Municipal Wastewater Treatment Operator preferred.

Working knowledge of Department policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of and ability to make practical application of state and EPA wastewater treatment regulations and standard laboratory procedures, and ability to properly operate various laboratory sampling/testing equipment, including microscopes, pH and bod meters.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose/ prepare correspondence.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to perform arithmetic calculations, maintain accurate records, and compile and prepare detailed reports as required.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, copier and calculator.

Ability to physically perform assigned duties, including sitting for long periods, lifting/carrying objects weighing 25 to 50 pounds, handling/grasping/fingering objects, close vision, and climbing ladders.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, industrial pretreatment managers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of clerical, inspection and laboratory duties according to a flexible, customary routine, with priorities determined primarily by service needs of customers. Work is reviewed for technical accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through standard bookkeeping checks and are detected through supervisory review. Undetected errors may result in loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, industrial pretreatment managers and the public for purposes of exchanging and explaining information, and resolving pretreatment violations.

Incumbent reports directly to Superintendent.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a laboratory and at various industrial sites, involving sitting for long periods, lifting/carrying objects weighing 25 to 50 pounds, handling/ grasping/fingering objects, close vision, climbing ladders, and exposure to toxic chemicals and fumes, noise, and inclement weather. Incumbent drives a vehicle to various sites and is exposed to normal traffic hazards. Incumbent occasionally works extended, weekend and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Clerk/Pretreatment Technician for the Sewer Departments describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name