

## City of Rapid City Job Description

<b>Job Title</b>	Industrial Waste Supervisor		
<b>Job Code:</b>	IWSP	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU19	<b>Date Revised:</b>	5/7/2021
<b>FLSA Status:</b>	Non-Exempt		

**General Summary:** This position is responsible for administering industrial pretreatment program in accordance with City, State and Federal regulations.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assigns, plans, supervises, schedules and participates in daily industrial waste program activities in a manner which complies with City, State and Federal regulations.
- Reviews submitted industrial user reports for accuracy, completeness, and compliance status.
- Recommends appropriate enforcement actions against non-complying industrial users.
- Evaluates local limits for compliance with City, State and Federal regulations and participates with and advises the Division on necessary changes to the limits.
- Performs industrial user inspections.
- Prepares written and oral correspondence with city officials, industrial users, and regulatory agencies.
- Enters information into computer data base.
- Adds and retrieves documents, reports, and miscellaneous correspondence, from files.
- Maintains records and prepares reports for city official and all regulatory agencies.
- Assists in customer relations and public information.
- Enforces work and safety rules.
- Procures necessary equipment for industrial pretreatment group.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree from four-year college or university in Engineering, Biology or Chemical Sciences.

#### Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

### Working Conditions:

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duty of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.