

**Job Description**  
**Industrial Pre-treatment Program (IPP) Manager**  
**Department of Public Works/Bureau of Water Pollution Control**

**General Purpose:**

Under the general supervision of the Department Director and Wastewater Treatment Plant Superintendent, this position manages the Easton Area Joint Sewer Authority's (EAJSA) Industrial Pretreatment Program (IPP). This position will also be required to be accountable to the Chairman and Vice Chairman of the EAJSA as well as the EAJSA IPP Committee. The position's priority task is to manage the IPP for the Authority which includes: managing the outside laboratory's sampling operation at Industrial User's (IU) and analysis of samples; sample analysis interpretation; data management; information management between the Authority and the IUs; IU inspections; IPP regulatory management; EPA and DEP reporting and other duties necessary for the effective and efficient management of the program.

As a City of Easton employee, this position will be a member of the Wastewater Treatment Plant's staff and will report to the Plant Superintendent.

**Employment Status:**

The IPP Program Manager position is not an employment contract position. The incumbent shall be an employee-at-will.

**Supervisory Duties:**

May be required to supervise a minimum of one IPP Tech or administrative employee

**Primary Duties and Responsibilities:**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

1. Provide all full-services necessary to manage and operate the IPP program including, but not limited to, PaDEP and EPA permitting, monitoring and reporting requirements, in an effective and efficient manner and in full compliance with the current Easton Area Joint Sewer Authority (EAJSA) rules and regulations, federal and state permit requirements, and all applicable laws and regulations of the EPA and the Commonwealth of Pennsylvania.
2. Be normally available twenty-four (24) hours per day, seven (7) days per week, in addition to any emergency service necessary.

3. Provide and implement a training program for all City of Easton employees associated with the IPP. Training shall include but not be limited to safety, emergency response, hazardous material handling, confined space entry, supervisory skills, federal regulations, and sampling and laboratory procedures. (Any overall training of employees of an outside third party sampling and laboratory contractor will be the responsibility of the management of that contractor.)
4. Work with the Industrial User contact to be very familiar with the sample point and any safety, technical or management requirements associated with the sample point. Assure that the outside third party sampling contractors are properly trained in the location of sample points and requirements at the Industrial Users.
5. Maintain a daily log of all activities associated with the IPP at the treatment plant office, which includes a general description of duties performed and any special problems or occurrences as well as any comments relating to monitor testing and observed conditions. Provide a summary monthly report to the Chairman and Vice Chairman of the EAJSA as requested.
6. Assist Plant Management and EAJSA in satisfying all IPP regulatory requirements. Prepare, attend and answer questions raised during any regulatory visit or inspection and address all regulatory questions raised on the program after consultation with EAJSA.
7. Provide for the scheduling of industrial sampling on a weekly basis. These services shall include technical oversight, quality control and safety issues.
8. Review of new and renewal permit applications, inspections of users on an annual basis as well as all new permit applications, assistance to users and potential users relative to the program, and providing at least one annual user informational meeting.
9. Prepare all notices (NOVs, AOs, etc.) of permit violations, consult with and provide technical input to the EAJSA solicitor, prepare necessary documentation and attend all hearings relative to permit violations and prepare the annual reports including newspaper notification required under 40CFR.
10. Be prepared to respond and investigate reported spills or unknown discharges reported by Plant Operators and Industrial Users at any hour, including collection system and/or user locations.
11. Be responsible for adequacy of supplies and equipment to properly run this program.
12. Prepare on an annual basis by September 1<sup>st</sup> of each year an IPP budget for the following year's program that will permit EAJSA to establish annual permit fees.
13. Provide EAJSA with written monthly report(s) of IPP activities and attend the EAJSA monthly meetings. These meetings are currently held on the third Monday of each month. The monthly reports shall detail any correspondence from regulatory agencies, permits issued (new and renewal), user's samples and results, NOVs, AOs, etc. issued during the prior month, any unusual events or incidences. Shall submit a report at the end of each year summarizing activities and any outstanding issues over the previous twelve (12) months.
14. Attend all meetings of the IPP Committee and prepare the agenda and minutes of the meeting.
15. Assist in the preparation of any and all updates to the IPP rules and regulations made necessary through state or federal regulation changes or identified to improve the EAJSA rules and regulations.

16. All records that are normally filed under the IPP shall additionally be scanned and stored in a EAJSA record retention system.
17. Take all steps necessary to sample the users in accordance to the EAJSA approved IPP and 40CFR 403 regulations. This provision will also include managing any firm(s) contracted to perform these services which include and assure that all firm staff are properly trained in collecting, maintaining, transporting and chain-of-custody, as well as safety training.
18. Shall be responsible to prepare and file the annual IPP report required by EPA as well as PaDEP, which is to be included with the annual Chapter 94 report that is filed by others.
19. Shall be responsible to handle all necessary steps to evaluate all unknown discharges to the collection system, including sampling where appropriate, to identify the source under this program.
20. To operate the IPP in the most efficient and economical manner possible at all times. That includes evaluating the current program to determine whether any revisions are necessary, for example, to the level of sampling, permit application forms, etc.
21. Provide administrative services and necessary support to issue NOVs, AOs, etc. and attend and provide technical support for all violation issues and hearings, as well as formal legal actions taken by the EAJSA, and to attend and provide an IPP status report at the monthly EAJSA Board meetings.
22. Ensures adequate supplies and equipment to properly operate the program.
23. Works to protect the treatment plant and permit related to meeting and staying in compliance through a sound IPP permitting and monitoring program.
24. Meets all EPA/PaDEP requirements, including preparation of the annual EPA report including PaDEP annual Chapter 94 report; preparing for, attending and presenting responses for EPA audits; and maintaining complete records in a manner acceptable to regulatory agencies. The EPA report shall be furnished to the consulting engineer by the first day of March of each year.
25. Oversees thorough investigation, sampling, etc., for any unusual, illegal, etc., discharges into the collection system that might or does impact the operations of the treatment plant.
26. Meets with Plant staff responsible to supervise City compliance testing employees to establish weekly and monthly work schedules and to work cooperatively with plant staff.
27. Schedules and coordinates the activities of assigned employees during emergencies where illegal discharges are anticipated or expected.
28. Provides adequate information on a quarterly basis (sampling cost, events, surcharge results, etc.) for billing of user and surchargeable parties by others.
29. Assure that all established QA/QC procedures for samples are properly carried out. Understand the operation of pH meters, infra-red spectrophotometer, flow meter, respirometer, and additional standard laboratory equipment. Understand and/or be able to perform chemical and physical analyses and analytical field procedures related to the IPP program.
30. Insure that the EAJSA website has been updated with any and all regulation and other information changes.
31. When requested provide assistance to IU technical staff in resolving a non-compliance.
32. Work with EAJSA members to assist their administrative staff in educating their residents in the proper use of the sewer system and what should be kept out of the system.

Work with the IPP Committee and the members to develop a system wide Fats, Oil and Grease (FOG) program.

33. This Job Description covers the majority of the tasks of the IPP Manager; however, there may be other IPP related tasks or changes in tasks that may take place and may require the Manager to do things above and beyond this Job Description.

**Minimum Qualifications Required for Appointment:**

Bachelor's degree in chemistry, biology, environmental science or other related science. Minimum of two years of laboratory sampling and analysis experience with experience in the examination of water, wastewater and sludge preferred. Must have demonstrated knowledge of Microsoft Office, particularly word processing and spreadsheets. Knowledge of wastewater treatment processes strongly preferred. Previous management experience and/or independent work environment experience preferred. The City will reserve the right to require the attainment of a PADEP Wastewater Operator Level A license as well as other related certifications and/or continuing education.

**Required Licenses or Certifications:**

- Must possess a valid Driver's License.

**Required Knowledge of:**

- The City of Easton safety rules and regulations, occupational hazards and safety precautions.

**Required Skill in:**

- Effective communication skills, both verbal and written; ability to read and follow written and / or verbal instructions.
- Knowledge of computers and full knowledge in the computer programs that are used in the IPP program.
- Knowledge in the operation and use of pH meters, infra-red spectrophotometer, flow meter, respirometer, and additional standard laboratory equipment

**Physical Demands / Work Environment:**

- Work is performed indoors and outdoors in all weather conditions, with exposure to hazardous chemicals and equipment, requires constant physical efforts, and ability to safely lift, carry and move items up to fifty (50) pounds.