



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION

Pretreatment Coordinator
Wastewater Department

Job Purpose: To ensure all Food Service Establishments (FSEs) within the service area adhere to practices that maintain standard to meet limits set forth in the City of Sumter's Sewer Use Ordinance (SUO). Assists the Pretreatment Manager in day-to-day responsibilities with non-domestic wastewater, including inspections, sampling, and paperwork.

- Serves as primary liaison for FSEs in all aspects of the FOG program.
- Conducts routine inspections and re-inspections of FSEs to ensure compliance with the SUO Oil & Grease Limit.
- Maintains all records related to Oil & Grease sampling, including Notice of Violation (NOV) and receipts from grease trap cleaning.
- Provides education and assistance to FSEs to ensure SUO compliance.
- Assists the Pretreatment Manager in day-to-day responsibilities required under the City of Sumter's Pretreatment Program.
- In the absence of the Pretreatment Manager, may temporarily assume duties and responsibilities as assigned by management.
- Conducts monthly wastewater plant inspections.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Ability to obtain a Class D Biological Wastewater Treatment Plant Operator License within two years of hire date. Must possess the ability to work with the public. Requires a working knowledge of basic computer programs-Word, Excel, etc.

Minimum Training and Experience: High school diploma with one to three years wastewater treatment experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid SC driver's license. Electrical license preferred.

Deadline to Apply: **Open until filled**

**Apply online at or
mail resume with cover letter along with application to:**
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.