

## Pretreatment Technician

**Salary:** \$36,997 - \$40,025

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 7/23/2025

### About Water Works

The Department of Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total of 75 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

### Profile

Under the general supervision of assigned supervisor, performs wastewater sampling, inspects minor industrial users, and maintains equipment. Assists with weekly and monthly safety checks for Wastewater Treatment Plant safety equipment. Performs other duties as assigned.

### Education

High School diploma or GED required

### Experience

One year of experience in water and/or wastewater operations, or equivalent training, education and/or experience.

### Requirements/Certifications

Valid Driver's License  
MDE Drinking Water Collections Certification  
Maryland Basic Boating Safety Certification  
Flagger Certification

### How to Apply

**1** Visit [salisbury.md/apply](https://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

## City of Salisbury, MD

### Classification Description

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Classification Title: Pretreatment Technician

Grade: 2

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 4/1/2024

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**Position Profile:** Under the general supervision of the assigned supervisor, performs wastewater sampling, inspects minor industrial users, and maintains equipment. Assists with weekly and monthly safety checks for WWTP safety equipment. Performs other duties as assigned and additional responsibilities with career ladder advancement.

#### **Duties and Responsibilities**

**Administrative Management:** Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Sets up and collects samples for process control and NPDES reporting purposes in accordance with USEPA and Maryland Department of the Environment guidelines.
- Sets up and collects wastewater samples at the Industrial User facilities connected to the City of Salisbury wastewater collection system.
- Maintains field-testing and sampling equipment, tools and vehicles used by the pretreatment staff, cleans equipment, performs preventive maintenance, parts replacement, calibration of equipment and any repairs.
- Maintains and operates the WWTP composite samplers.
- Performs all industrial user inspections to meet the requirements of the City of Salisbury pretreatment program.
- Assists with weekly and monthly safety checks such as fire extinguishers, safety showers, life rings, facility and vehicle first aid kits.

**Skills Proficiency/Strategic Planning:** Skillful in tools, hardware, software, and equipment of the Wastewater Treatment Plant.

- Working knowledge of City policies and procedures.
- Act as a representative of the City of Salisbury to the public.
- Accurately read and interpret safety rules, operating and maintenance instructions, and procedure manuals.
- Prepare accurate reports and correspondence.
- Safely operate heavy vehicles, tools, and equipment.
- Follow written and oral instructions.
- Effectively communicate and maintain working relationships with other staff members and members of the public.

**Leadership/Team Leader:** Maintains working relationships with supervisors and department staff.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Collaborates with other staff members and departments.

**Stewardship/Resources:** Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.
- Maintains various reports and documentations.

**Development/Leadership Development:** Participates in opportunities to earn or maintain professional credentials and certifications.

- Keeps abreast of new processes and equipment by reading articles, directives, operations notes, and attending relevant meetings, seminars, and workshops.

#### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

#### **Education and Experience**

- High School diploma or GED.
- Valid Driver's License
- One year experience in water and/or wastewater operations, or equivalent training, education and/or experience.
- MDE Drinking Water Collection Certification
- Maryland Basic Boating Safety Certification
- Flagger Certification

### Physical Requirements

- Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60%+ of the time.
  - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.