

Job Opening

Date: July 2, 2026

To: Internal/External Applicants

From: Brooke Ledford, HR Program Manager

Re: Job Opening for Industrial Pretreatment Coordinator

Qualified applicants are encouraged to apply for the vacant position currently open in the Wastewater Treatment Division. July 12th, 2026 will mark the closing date.

Hiring range \$ 70,570.45 (min) - \$86,484.28 (mid), salary will depend on qualifications and experience.

Under limited supervision, performs technical work conducting inspections for the Pretreatment Program, assists in the FOG (Fats, Oils, and Grease) Program and reviews quality control of testing procedures for contract laboratory. The inspections consist of reviewing pretreatment operations and reviewing records to monitor compliance with local, state and federal regulations. The employee is also responsible for reviewing data from commercial laboratories for QA&QC violations and entering sample results into MSD's Industrial Data Management Program. The employee is responsible for acting as a liaison with various industries and commercial users to keep all parties informed of the status and condition of generated waste. Independent judgement is required to analyze data and determine effective corrective measures. The employee must be familiar with collection systems to investigate and determine the source and cause of un-known substances and grease blockages in the sewer lines. Tact, courtesy, and firmness are required in frequent dealings with industrial, commercial, and environmental representatives. Employee is expected to have a comprehensive knowledge of industrial and commercial waste generation and laboratory testing procedures. Employee reports to the Industrial Pretreatment Supervisor.

Minimum Training and Experience

- Associate's degree in chemistry, biology, environmental sciences or a related science field, and three to six years of experience in environmental work; preferred familiarity with biological treatment plants or any equivalent combination of training and experience which provides the required knowledge, skills and abilities
- Must possess a valid North Carolina driver's license.

Must be able to obtain NC Pretreatment Certification Grade III; understand Standard Laboratory methods and procedures.

Interested candidates may apply online at: www.msdbc.org/careers.php. Resumes are encouraged.

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