

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Director - Engineering and Wastewater Collection Systems (Wastewater)

Department: Wastewater

Pay Grade: WWFG.14E

Supervision Received From: Director of Engineering

FLSA Status: Exempt

Supervisory Responsibility For: Engineering,

Established: 1/01/22

Sewer Maint., and Infiltration and Inflow (I & I)

Revision Dates: 9/05/24;

10/20/23; 2/15/23

CLASSIFICATION SUMMARY:

The incumbent may perform administrative and supervisory duties involved in overseeing a major group of the Wastewater Department and assists with overall management of the team. The incumbent is responsible for effectively leading and managing all assigned operational work groups under the supervision of the Director of Engineering - Wastewater. Plans, directs and coordinates engineering, sewer maintenance, and I/I investigation functions to ensure division goals and objectives are accomplished. Develops and manages budgets and schedules for operations and capital improvements projects. Coordinates teams to manage work, address problems, set priorities, implement training programs, and adhere to Standard Operating Procedures. Holds primary responsibility for the effective implementation, review and amendment of safety policies and procedures in addition to ensuring complete implementation of the training program within the work group. Work is performed under administrative review working with maximum degree of initiative and judgment. May stand-in for Director of Engineering in the Wastewater Department when required.

SERIES LEVEL:

The Assistant Director for Engineering and Wastewater Collection Systems is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Provide leadership and direction to the Wastewater Engineering, Sewer Maintenance, and Infiltration and Inflow (I & I) teams.

Manage and help to ensure compliance with applicable regulatory requirements for the programs involving the Interceptor Sewer System (ISS - consisting of over 1,263 miles of sewer pipes and manholes), the Combined Sewer System (CSS - an area of approximately 2,000 acres in

downtown Chattanooga), and Sanitary Sewer Overflows (SSO - reporting to various local, state, and federal governmental agencies).

Provide review and approval on behalf of the City for consultants' sanitary sewer projects, ensuring they meet the City and State of Tennessee design requirements for public sewer lines.

Perform departmental managerial duties, including assisting with developing policies, operating procedures, rules, regulations, and work methods, and makes recommendations for their improvement. May formulate long- and short-range goals and objectives for better operating efficiency. May assist with preparing and implementing the annual operating and capital improvement budgets. May evaluate staff procedures on a continuous basis; recommends and implements improvements where necessary. Interprets rules, policies, and procedures for staff members.

Assist in coordinating and preplanning emergencies with departmental personnel and various governmental departments/agencies.

Supervise lower-level wastewater utility staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. May approve leave requests.

Manage the day-to-day activities and operations of the Regional Wastewater Engineering and Collection System, which includes capital projects, Consent Decree projects, developing, planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, long and short-term strategic planning, and/or service offerings; and ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards and/or performing other related activities.

Perform activities for the City's Environmental Protection Agency Consent Decree program which includes but is not limited to related correspondence, reports, negotiations, meetings with consultants, contractors, regulators and the public; plans review; and monitoring project progress, preparing and evaluating specifications and requests for proposals for related capital projects, equipment, and services.

Provide guidance, input and recommendations for innovative technology projects, including the City's smart sewer program.

Forecast and assist in preparing various utility budgets; prepares cost estimates for budget recommendations; prepares and submits justifications for budget items; evaluates, monitors and controls expenditures.

Represent the City and/or the Regional Wastewater System at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events or groups in order to receive and/or convey information to receive and convey information pertaining to City policy, projects or programs.

Prepare, review, interpret and analyze a variety of information, data and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

Participate in developing and administering the division budget; approves expenditures; reviews financial statements.

May serve as a technical authority for engineering projects and/or systems.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

May manage a variety of different professionals such as engineers of Treatment Plant processes, pump stations, collection system, system modeling engineer, and environmental issues pertaining to sewage flows and treatment, and GIS analyst to maintain asset inventory. May oversee work toward Zero Net Energy for the wastewater system. May provide Consent Decree coordination with Consent Decree Program Manager including Capacity, Management, Operations, and Maintenance (CMOM) and Projects to ensure Consent Decree compliance.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in civil, environmental, mechanical or chemical engineering or a related field and six (6) years progressively responsible management experience in an engineering department focused on wastewater collection and treatment facilities or any combination of equivalent experience and education, including five (5) years in a supervisory position.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

A valid Tennessee Driver's License. Registration as a Professional Engineer in the State of Tennessee or the ability to obtain by reciprocity from another state within six (6) months of starting the job. Professional Engineer License must be issued in the State of Tennessee.

KNOWLEDGE AND SKILLS:

Knowledge of federal, state, and local regulations; grant writing; budgeting principles; program management and development including supervisory principles; project management principles and practices; vendor management principles; personal computer; Microsoft Office and Google applications; and customer service principles.

Skill in monitoring and evaluating the work of subordinate staff; responding to common inquiries or complaints from customers, regulatory agencies and business community; exercising independent and decisive judgment; presentations to administrators, public and boards.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents may be subjected to fumes, odors, dusts, gasses and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.