

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Administrator of Public Works**

**Department: Public Works**

**Pay Grade: GS.24**

**Supervision Received From: Chief Operating Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Deputy Admin. & City Eng.**

**Established: 6/29/07**

**Revision Dates: 3/28/25;**

**10/18/24; 8/27/24; 10/20/23;  
3/29/12**

### **CLASSIFICATION SUMMARY:**

The Administrator is responsible for providing strategic direction to and coordinating the actions of the Department, to include addressing infrastructure services and other critical needs of the City within allotted resources; ensuring compliance with applicable laws, ordinances, policies and practices, administering operational and capital budgets; and directing personnel actions. The Administrator will exemplify superior management, financial, technical and leadership skills and abilities, as well as possess extensive experience in problem solving and collaborative efforts. This position is responsible for managing the City's infrastructure projects, public road maintenance, the storm water system, water quality, collection and disposal of waste and recycling, transportation projects, and land development activities

### **SERIES LEVEL:**

The Administrator of Public Works 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.)*

Supervises Department staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Provides strategic direction and oversight of all Public Works operations and activities, to include planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with Federal, State and Local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Manages the preparation and execution of the Department's operational and capital budgets; authorizes expenditures; monitors expenditures and makes required budget adjustments and approves a variety of payments, including contractual payments.

Establishes project guidelines for department divisions and ensures compliance with established deadlines.

Monitors and participates in the timely, appropriate and adequate response to citizen inquiries and complaints. Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Prepares, reviews, interprets and analyzes a variety of complex and multi-faceted departmental information, data, contracts, plans, work requests, maps, technical publications, manuals, reference materials, forms, schedules, calendars, surveys and reports; makes recommendations based on findings.

Develops and oversees the organizational structure, the budget, and staffing of the Department of Public Works in coordination with the Chief of Staff.

Advises the Chief of Staff, the Mayor, and City Council on key matters of public works and utilities issues.

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):

**MINIMUM QUALIFICATIONS:**

Bachelor's degree and twelve (12) years of experience in roles of growing scope, responsibility, and demonstrable results in the public works or a related field, including eight (8) years at the management level; or any combination of equivalent experience and education;

Advanced degree in engineering, business administration, public administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required twelve (12) years of experience as described above.

**LICENSING AND CERTIFICATIONS:**

A valid Driver's License

**KNOWLEDGE AND SKILLS:**

Extensive knowledge of leadership and managerial principles; engineering principles and practices; construction management principles and practices; budgeting principles; contract development, administration and management principles; strategic planning principles; financial management principles; procurement principles and practices; project management principles and practices; negotiation principles; mathematical concepts; and applicable Federal, State and

Local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in analyzing issues and problems related to operations, services and management information to direct the development of project plans, develop complex programs, present and obtain consensus on recommendations, processes, goals and solutions; preparing and analyzing complex reports; comprehending and reviewing financial information; making program decisions based on financial considerations; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; and conducting negotiations.

Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality.

Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve planning goals and objectives.

Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team.

Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and planning staff.

Visionary and strategic thinker who can lead and provide guidance on the critical and complex issues of infrastructure, public utilities, environmental quality, transportation, and land development.

#### PHYSICAL DEMANDS:

Positions in this class typically require: talking, hearing, and seeing.

#### 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.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

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.