

# CITY OF CHATTANOOGA

## Classification Specification Title: Assistant Director Maintenance (Wastewater)

**Department: Wastewater**

**Pay Grade: WWFG.14E**

**Supervision Received From: Dir. Maintenance**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Plant Manager**

**Established: 1/01/22**

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

**8/27/24; 10/20/23; 9/29/22**

### CLASSIFICATION SUMMARY:

The incumbent is responsible for effectively leading and managing all assigned operational work groups under the supervision of the Deputy Director of Waste Resources. Plans, directs and coordinates electrical and mechanical maintenance activities for MBWWTP and collection system pump stations to ensure division goals and objectives are accomplished. Develops and manages budgets and schedules for operations and capital improvement projects. Coordinates teams to manage work, perform preventative and corrective maintenance, diagnose and 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 his/her assigned work groups. Work is performed under administrative review working with maximum degree of initiative and judgment. May stand-in for deputy director of the wastewater division when required.

### SERIES LEVEL:

The Assistant Director for Maintenance 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.)*

May provide leadership and direction to the Wastewater Industrial Maintenance Mechanics, Industrial Electrical Maintenance, Building Maintenance, Facilities Maintenance and Contracted 3rd party service provider teams.

Participates in developing and administering the division budget.

The Assistant Director of Maintenance may be responsible for leading the implementation of maintenance and reliability best practices and processes at the Moccasin Bend Wastewater Treatment Plant, regional pump stations and CSOs in order to assure timely and effective maintenance and availability of the entire wastewater treatment system for the City of Chattanooga; coach, develop and manage all maintenance leaders, personnel, and activities across the wastewater division; provide technical guidance to maintenance team; collaborate with local, regional, and leaders to deliver 100% compliance by the maintenance group to applicable regulatory requirements (Safety, MI, and Environmental); and ensure effective

maintenance of critical systems including plant and outside contracted services, capital delivery, equipment rebuild, specifications, and quality assurance.

May 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.

**DEPARTMENT SPECIFIC DUTIES (if any):**

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.

Direct and oversee the day to day activities and operations of the following utility work areas.

May assist with blanket contracts and invoicing approvals.

May assist with Payroll and HR (in cooperation with other assistant directors).

May assist with asset management.

May assist with critical spare parts development and inventory requests.

May assist with the maintenance budget.

May assist with preventative and predictive maintenance.

May work order management.

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

Direct and oversee the day-to-day maintenance activities and operations of the Regional Wastewater Maintenance Plant, Pump Stations and CSO facilities, 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.

Direct and manage subordinate 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. Approves leave requests.

Lead maintenance activities of The City of Chattanooga's Wastewater Treatment System.

Drive priorities and improvements in maintenance to ensure reliability maintenance tracking data/systems are maintained and used at all levels of the site to make data based and informed decisions.

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

Lead, coach, and develop with direct oversight of maintenance leaders, managers, supervisors and chiefs. Provide technical oversight on maintenance topics for the city's wastewater treatment system.

Direct and prioritize jointly with Division Leaders internal and external maintenance resources delivering results in maintenance, safety and operations. Maintain appropriate pace of continuous improvement in the implementation of maintenance best practices.

Create and maintain the organization structure/resources to ensure technical expertise and system ownership of all required maintenance systems, processes, and standards.

Direct and oversee the management of coordinating 3rd party maintenance service providers, including assurance that work is completed and billed accurately.

Ensure the preventive maintenance, mechanical maintenance, and electrical maintenance personnel are delivering high levels of execution and always exceeding minimum requirements of work performed.

Provide maintenance expertise and troubleshooting support to operations.

Drive and support continuous improvement activities related to safety, quality, and cost

Provide oversight with division leaders to manage maintenance budgets and cost centers

Represent The City of Chattanooga's interests towards suppliers and contractors. Provide subject matter expertise in support of maintenance, operations and safety. Interact regularly with suppliers, contractors and internal customers.

Compile and provide reports related to area of responsibility.

Cooperate and collaborate with groups and individuals across all departments and divisions, operations, engineering, and other service units with focus on achieving optimal maintenance results and solutions.

Perform all tasks and assignments in accordance with The City of Chattanooga's policies and procedures.

Ensure all required training is completed in a timely manner made by all team members in his/her area of responsibility.

May do other tasks and duties as assigned.

May use a cell phone.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in a related field and nine (9) years experience (including three (3) years supervisory experience) in general maintenance, general contracting or a related field, preferably in a large wastewater collection and treatment facility or similar manufacturing environment or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

A valid Driver's License

State of Tennessee Grade IV WWTP Operator Certification preferred.

#### KNOWLEDGE AND SKILLS:

Knowledge of federal, state, and local regulations; budgeting principles; supervisory principles; project management principles and practices; vendor management principles; personal computer and operating systems; Microsoft Office and Google applications, Cityworks or other work order management programs (CMMS), VTSCADA or other distributed control system (DCS) programs, and customer service principles. Strong experience and knowledge of the maintenance of large WWTP mechanical, electrical and control systems, including innovations in the field and process optimization practices. Working knowledge of large WWTP liquids and solids operations and treatment processes. Skill in monitoring and evaluating the work of subordinate staff; responding to common inquiries or complaints from customers, regulatory agencies and business community; presentations to administrators, public and boards; using logic and reasoning to identify alternative solutions or approaches to problems.

#### 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.