

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Assistant Director Maintenance**  
**(Wastewater)**

<b>Department:</b> Wastewater	<b>Pay Grade:</b> WWFG.14E
<b>Supervision Received From:</b> Director Maintenance	<b>FLSA Status:</b> Exempt
<b>Supervisory Responsibility For:</b> Asset Manager, Admin. Support Spec., Chief Electrical Instrum. Tech., Maint. Mech.	<b>Established:</b> 1/16/26 <b>Revision Dates:</b> N/A
<b>Sup., Engin. Coord., Plant Maint. Coor., Crew Sup. CDL, Plant Maint. Planner, Crew Sup. 3, Warehouse Sup., Asset Mgmt. Systems Coor.</b>	

**CLASSIFICATION SUMMARY:**

Incumbents in this position are responsible for effectively leading and managing all assigned Plant Maintenance work groups under the supervision of the Director of Maintenance. Plans, directs, and coordinates electrical and mechanical maintenance activities for Moccasin Bend Wastewater Treatment Plant 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 their assigned work groups. Work is performed under administrative review working with maximum degree of initiative and judgment.

**SERIES LEVEL:**

The Assistant Director 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.)*

Manages staff, to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained appropriately; ensuring employees follow policies and procedures as required by the City Employee Information Guide, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Provides leadership and direction to the Wastewater Industrial Mechanical Maintenance, Industrial Electrical Maintenance, Maintenance Coordinators, Facilities Maintenance, Warehouse personnel and Contracted third party service provider teams.

Manages the day-to-day activities of applicable division work groups which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards.

Leads the implementation of maintenance and reliability best practices and processes at the Moccasin Bend Wastewater Treatment Plant, regional pump stations and CSOs to assure timely and effective maintenance and availability of the entire wastewater treatment system for the City of Chattanooga.

Coaches, develops and manages all maintenance leaders, personnel, and activities across the wastewater division; provides technical guidance to the maintenance team.

Collaborates with local, regional, and leaders to deliver 100% compliance by the maintenance group to applicable regulatory requirements (Safety, MI, and Environmental).

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

Facilitates collaborative and innovative problem solving and decision-making process to address operational circumstances or operational issues. Serves on the Wastewater Management Team to ensure the execution of division mission and strategic plans and may act on behalf of the Deputy Director of Waste Resources as requested.

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 pertaining to City policy, projects or programs.

Prepares, reviews, interprets, and analyzes a variety of information, data and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

Participates in developing and administering the division budget; may approve expenditures; reviews financial statements.

Performs 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.

Drives 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.

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

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

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

Provides maintenance expertise and troubleshooting support to operations.

Drives and supports continuous improvement activities related to safety, quality, and cost.

Provides oversight with division leaders to manage maintenance budgets and cost centers.

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

Compiles and provides reports related to area of responsibility.

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

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 in a related field and six (6) years of progressively responsible management 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:**

Valid Driver's License

CMRP (Certified Maintenance and Reliability Professional) 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), or other distributed control system (DCS) programs, and customer service principles. Strong experience and knowledge of the maintenance of large Wastewater Treatment Plant mechanical, electrical and control systems, including innovations in the field and process optimization practices. Working knowledge of large Wastewater Treatment Plant 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, fingering, grasping, 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.