

## **CITY OF CHATTANOOGA**

### **Classification Specification Title: Assistant Director Operations (Wastewater)**

**Department: Wastewater**

**Pay Grade: WWFG.14E**

**Supervision Received From: Deputy Director**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Chief Plant Operator;**

**Established: 9/29/22**

**Pump Station Op. Supervisor; Plant Operator 2;**

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

**Sewer Project Coordinator; Solid Operations Supervisor**

**8/27/24; 10/20/23**

#### **CLASSIFICATION SUMMARY:**

The incumbent is responsible for effectively leading and-managing directing all assigned operational work groups under the supervision of the Deputy Director of Waste Resources. Strategically plans and directs the operations of the regional 230 MGD Moccasin Bend Wastewater Treatment Plant which also includes the operation of a 100 ton cryogenic plant, 88 collection system pump stations, and eight combined sewer overflow treatment facilities (CSOTF), and the wet weather storage facilities to ensure division goals and objectives are accomplished. Coordinates teams to manage work, address problems, set priorities, implement training programs, and create and adhere to Standard Operating Procedures.

Develops and manages budgets and schedules for operations and capital improvement projects. 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 waste resources when required.

#### **SERIES LEVEL:**

The Assistant Director for Operations 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.)*

Manage staff to include prioritizing and assigning work; conducting performance evaluations; developing training programs and 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. Approves payroll and leave for subordinate personnel.

Provide leadership and direction to the three Wastewater operation divisions (Liquids, Solids, and Pump stations).

May manage the day to day activities of applicable division work groups (MBWWTP, and Collection System Pump Station, and Combined Sewer Overflow Treatment Facilities operations, and the wet weather storage facilities) which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, and systems and standards.

Direct the development of the environmental management system in accordance with ISO 14001 criteria and standards which includes, but is not limited to, developing, implementing, checking, revising and updating procedures, manuals, strategies, and operational and related policies.

Perform departmental managerial 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.

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

Manage the day-to-day activities and operations of the Regional Wastewater treatment plant and Pump stations, which includes capital projects, Consent Decree projects, CMOM program, 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.

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.

Serve as a technical authority for the wastewater treatment process and pump station operations for the City of Chattanooga.

Direct and oversee the day to day activities and operations of the following utility work areas: Blanket contracts, invoicing approvals, Time and attendance, recruitment and hiring, Asset management, Critical spare parts development and inventory request, Operations Budget, Operational preventive maintenance work order management.

Performs other duties as assigned.

Communicate and collaborate with internal departments, external consultants, vendors, external agencies, regulatory officials, and/or other stakeholders to coordinate work activities, exchange information and resolve problems.

Facilitate collaborative and innovative problem solving and decision-making process to address operational circumstances or operational issues.

Serve on the Wastewater Division Leadership Team to ensure the execution of division mission and strategic plans and may act on behalf of the Deputy Director as requested.

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):

When serving in Administration:

Incumbent will be registered with TDEC (Tennessee Department of Environment and Conservation) as the certified Operator in direct charge of day to day operations.

Incumbent will be responsible for maintaining NPDES (National Pollutant Discharge Elimination System) permit compliance and will be responsible for reporting any violations of the permit in the required time to various local, state, and federal governmental agencies.

Incumbent will be responsible for approving the MOR (Monthly Operating Report) and DMR (Discharge Monitoring Report) .

Participates in developing plans for wastewater upgrades, including equipment replacement, plant expansion, and pump station upgrades.

Oversees the Moccasin Bend Environmental Campus Biosolids program and stays up to date on the EPA Part 503 Biosolids regulations.

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Civil, Environmental, Mechanical, or Chemical Engineering or related field and ten (10) years progressively responsible management experience in a large water or wastewater treatment facility, including supervisory experience; or Grade 4 Wastewater Treatment Plant Operator Certification and ten (10) years progressively responsible management experience in a water or wastewater treatment facility, including supervisory experience; or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

A valid Driver's License

State of Tennessee, Grade IV WWTP Operator Certification required.

A State of Tennessee Grade II Collection System Certification is 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, 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 large WWTP liquids and solids, operations, treatment processes, innovations in the field and process optimization practices. Working knowledge of mechanical, electrical and control systems of WWTPs. 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.