

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Director Site Development

Department: Public Works

Pay Grade: GS.14

Supervision Received From: Director Land Development

FLSA Status: Exempt

Supervisory Responsibility For: Const. Program Supervisors

Established: 6/29/07

Revision Dates: 3/28/25;

8/27/24; 4/05/24

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing supervisory/technical work functions associated with enforcing City stormwater ordinances, monitoring stormwater quality for compliance with stormwater regulations and providing technical assistance related to stormwater and infrastructure development. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Assistant Director Site Development 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 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.

Manages day-to-day activities associated with stormwater infrastructure projects which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensures compliance with federal, state and local laws, regulations, codes and/or standards; and/or performing other related activities.

Reviews and approves engineering plans for site development, data analysis, and reporting by integrating tools such as Geographic Information System (GIS) and AutoCAD. Evaluates and updates City water quality policies and provides expert-level support and guidance on pollution prevention and water quality management issues.

Provides on-site engineering guidance for staff and contractors for code and plan compliance.

Reviews and approves engineering alternatives proposed by contractors and interprets City codes and ordinances for staff and contractors as needed.

Performs stormwater and infrastructure inspections.

Receives, investigates and resolves complaints regarding construction-related activities.

Develops and maintains applicable specifications and standards, standard drawings and details and City ordinances. Enforces City codes associated with the water quality program which includes issuing compliance letters to violators; providing guidance to staff on-site inspections and evaluations; reviewing commercial, industrial and residential site inspection results for pollution prevention and compliance; developing reports; assessing civil penalties per City code for repeat or delinquent violators and performing other related activities.

Participates in a variety of meetings, committees and other related groups in order to receive and convey information.

Oversees the plans review processes to ensure timely and accurate responses pertaining to accessibility codes and ordinances.

Assesses and directs training efforts to advance the professional development of inspectors, contractors and design professionals.

Provides expert-level interpretations, support and guidance on building inspection and code enforcement issues.

Collaborates and coordinates with internal departments, applicable Boards, Committees 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.

Participates in the preparation and administration of the division budget. Collects, prepares, reviews, interprets, and analyzes a variety of codes, research, information, data, and reports; makes recommendations based on findings.

Schedules staff training to ensure the maintenance of required certifications, and ensure professional customer service.

Uses, carries, and answers their cell phones for business purposes as determined by the assigned job duties and the department head.

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 Civil Engineering and/or Soils Engineering and six (6) years previous experience that includes civil engineering, design/drafting, program management and development related experience related to erosion control and infrastructure, including five (5) years progressively responsible supervisory experience.

LICENSING AND CERTIFICATIONS:

PE or equivalent experience of six (6) years in Land Development Management: Required.

TDEC Level 2 preferred.

Design Principles for Erosion Prevention and Sediment Control for Construction Sites must be obtained within six (6) months of hire.

TDEC Level 1 Fundamentals of Erosion Prevention and Sediment Control for Construction Sites required.

Certified Professional in Municipal Stormwater Management (CPMSM) (or equivalent) required.

Certified Professional in Erosion and Sediment Control (CPESC) (or equivalent) preferred.

Special Police Commission Certification.

Valid Driver's License required.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; civil engineering principles; soil engineering principles; erosion control principles; project management principles; construction methodologies and procedures; budgeting principles; advanced mathematical concepts; program management principles; and applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, processes and procedures. Working knowledge of erosion prevention and sediment controls, as well as working knowledge of MS4 operations; or any combination of equivalent experience and education.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing projects; performing advanced mathematical calculations; assessing the suitability and stability of materials; managing programs; reviewing engineering plans for conformance with applicable standards and codes; coordinating, managing and correlating data; using computers and related software applications; resolving and mediating conflict and/or hostile situations; managing and administering budgets; and communication and interpersonal skills, as applied to interaction with coworkers, supervisor, and the general public. Candidates must be able to clearly communicate, both orally and in writing, in order to convey the rules and standards of the water quality program to a wide variety of individuals including, but not limited to, contractors, owners, developers, engineers, and internal staff.

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.

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.