

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Assistant Director Wastewater Collection Systems**

**Department: Wastewater**

**Pay Grade: WWFG.14E**

**Supervision Received From: Director of Engineering**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Mgr Sewer Construction;**

**Established Date: 6/11/24**

**General Supervisor**

**Revised Dates: 3/28/25;  
8/27/24**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for supervising, managing and assigning work to maintenance and technical crews engaged in the installation, repair, and maintenance of sewer lines and wastewater treatment equipment and systems. Duties include hiring, managing, scheduling and evaluating crew workers employees and supervisors; responding to citizen complaints; reviewing blueprints to determine the scope of work and crews necessary for projects; maintaining and managing inventory and monitoring department budget and making recommendations for changes. Work is performed with general direction, working from broad goals and policies.

### **SERIES LEVEL:**

The Assistant Director for Wastewater Collection Systems 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 supervise Sewer Maintenance and I&I division supervisors to include prioritizing and assigning work by establishing schedules, developing and communicating project/task expectations; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making Oversees hiring, coaching, counseling, performance management and improvement, mentoring and developing employees; enforcing policies, procedures, both departmental and City through performance reviews, disciplinary actions, and termination recommendations.

Provide leadership and direction to the Sewer Maintenance, and Infiltration and Inflow (I&I) teams.

May manage the day-to-day activities and operations of the Sewer Maintenance and I&I divisions which includes maintaining, administering and implementing of standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow;

ensuring procedures and equipment meet operational performance requirements and programs and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Respond to complaints from citizens and/or other interested parties regarding potentially hazardous or offensive sewer conditions, including back-ups and overflows; inspects areas of responsibility and makes recommendations on projects requiring attention.

Work in collaboration with engineering coordinator(s), Engineering Manager(s), Contractors and other City stakeholders to recommend improvements to the performance of the sanitary sewer collection system.

Estimate the cost to complete a job and maintain various records and files of time, labor and materials used in projects.

May manage activities associated with the inspection, installation, maintenance, and repair of sewer lines, manholes, roads, right of ways, sewer tap installations, sewer mains and/or other related items.

May manage and coordinate annual work programs and routine or emergency repairs for Sewer Maintenance projects and I&I projects.

May manage and oversee division compliance with applicable safety regulations, standards, procedures and practices; plans and implements related safety and technical training; participates in the development of written procedures for Sewer Maintenance and I&I divisions safety activities.

May manage and oversee the preparation and maintenance of records and/or other related documentation; prepares a variety of reports related to sewer construction and maintenance activities and workload.

Perform inspections of City sewer systems and related areas to identify potential problems, code violations, hazardous situations, or required repairs.

May develop, administer, and monitor the division budget, including capital improvement budgets; allocates resources and approves expenditures including contracted services.

Collaborate with internal departments, the general public, external agencies, contractors and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

May plan, develop, manage, and implement complex sewer wastewater system maintenance, rehabilitation, and inspection projects from inception through completion.

May manage and oversee the maintenance and replenishment of Sewer Maintenance and I&I division supplies, materials and/or other related inventory items.

Collect and analyze a variety of complex data and information related to Sewer Maintenance and I&I operations and activities; performs statistical analysis and summarizes findings in applicable reports or other communication mediums.

Perform a variety of complex administrative activities in support of division(s) operations which includes obtaining field data; writing specifications for new equipment and materials; obtaining price quotes and performing other related activities.

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

Provide guidance, input, and recommendations for innovative technology projects, including the City's smart sewer program.

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.

Participate in developing and administering the division budget; approves expenditures; reviews financial statements.

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.

Perform other duties as assigned.

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

Assists Assistant Director of Engineering and staff in maintaining and reviewing operational parameters to meet regulatory compliance, rehabilitation techniques, constructability and implementation on large scale projects.

Prepares recommendations for current and long range planning for information management system(s), replacement and expansion of system, budget preparation, and training.

Assist in inspection, planning and review of new capital improvement projects that will impact sanitary sewer collection systems.

Maintain and implement equipment and vehicle maintenance policies to keep the fleet in operations for sewer maintenance and I&I divisions.

Review specifications, construction standards and ordinances for compliance with blanket contract documents and capital improvement projects.

Enforce/ensure compliance with city construction standards, specification and ordinances on all City repairs, installations and maintenance processes.

Review and revise all standard operating procedures for both the sewer maintenance and I&I divisions annually.

Review, revise, train and implement safety policies for sewer maintenance and I&I as industry, policies, procedure, and laws require.

Coordinate construction, repair and rehabilitation of other City departments infrastructure components such as concrete, asphalt and utilities when impacted by emergencies.

Respond in emergencies when necessary to oversee and coordinate large scale repairs to wastewater collection systems, impacted by other utilities, county, state and federal agencies.

Keep up with engineering standards and software as pertains to the maintenance of the wastewater collection system (such as ArcGIS, NASSCO PACP, LACP, MACP and design plan instructions).

Review designs, drawings and specifications completed by the Engineering team for constructability and expansion of wastewater collection systems.

Create and implement Sanitary Sewer System Evaluation and Maintenance program in accordance with City, State and Federal standards, ordinances, rules, regulations and laws as pertains to wastewater collections systems.

Create and implement Sanitary Sewer System Construction and Rehabilitation inspection program as pertains to wastewater collection systems. To assure compliance with City, State and Federal standards, ordinances, rules, regulations and laws.

Assist Engineering Managers and Assistant Director of Engineering with the completion of mandatory reporting documents to state and federal agencies.

#### MINIMUM QUALIFICATIONS:

High School Diploma or General Education Diploma (GED) and four (4) years progressively responsible sewer maintenance experience and no less than four (4) years of people management experience; or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

#### LICENSING AND CERTIFICATIONS:

A valid Driver's License.

May require a valid Tennessee Class D or Class B commercial motor vehicle license; may require a TN Grade II Collection System license.

#### KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; work scheduling principles; applicable tools and equipment of the trade; sewer construction and maintenance principles, procedures and methods; procedures, materials and equipment involved in the repair, operation and maintenance of sewer infrastructure systems; emergency, routine and preventative maintenance programs; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; basic construction practices; City geography; industry standards and specifications; record-keeping principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; reviewing, classifying, categorizing, prioritizing and analyzing data; performing mathematical calculations; reading blueprints, schematic drawings and/or construction drawings; developing and administering budgets; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; supervising the maintenance of a variety of equipment, tools and machinery; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; handling multiple tasks simultaneously; analyzing situations, assessing alternative solutions and recommending an effective course of action; preparing and maintaining a variety of reports and records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work: and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to extreme temperatures, fumes, odors, dusts, gasses and infectious diseases.

#### 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.