

# CITY OF CHATTANOOGA

## Classification Specification Title: Assistant Director Water Quality

**Department: Public Works**

**Pay Grade: GS.14**

**Supervision Received From: City Engineer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Civil Engineer 2, WQ Supvr. Established: 6/29/07**

**Landscape Archt 1**

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

**8/27/24; 4/05/24; 10/23/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and overseeing the City-wide water quality program. Duties include: managing water quality projects; issuing compliance letters to enforce City code; serving as a liaison with upper management; reviewing water quality issues; revising and implementing new policies and programs; and providing expert advice to staff. Work is performed with general direction, working from broad goals and policies.

### SERIES LEVEL:

The Assistant Director Water Quality 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 lower level water quality 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 and provides oversight regarding the implementation and maintenance of a comprehensive water quality program, which includes planning, coordinating, administering, and evaluating programs and related projects, processes, procedures, strategic planning, and standards; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.

Manages Water Quality budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Manages the progress and implementation of water quality projects, including watershed management, industrial facilities inspection and stormwater runoff monitoring, post construction stormwater facilities, water quality monitoring, illicit discharge and elimination, spill response and counter-measures, compliance and enforcement of stormwater regulations, and other related items.

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; providing guidance on the development of reports; assessing civil penalties per City code for repeat or delinquent violators; and, performing other related activities.

Collaborates with and coordinates activities with other internal departments, citizens, and external agencies.

Participates in/on a variety of meetings, committees, and/or other applicable groups in order to receive and/or convey information.

Provides expert-level support and guidance on pollution prevention and water quality management issues. Evaluate and update City's water quality policies.

Uses, carries, and answers their cell phone 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 Environmental Engineering, Environmental Science, or a related field and six (6) years progressively responsible experience in pollution prevention, water sampling and environmental monitoring, including one year of supervisory experience.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License.

Professional Engineer (TN P.E.) License Preferred.

**KNOWLEDGE AND SKILLS:**

Knowledge of managerial principles; budgeting principles; water quality issues and their impact to the local community; water quality, pollution prevention, and watershed management principles and practices; environmental monitoring principles and practices; chemistry principles; biology principles; erosion and sediment control principles; applicable Federal, State, and Local laws, ordinances, codes rules, regulations, policies, and procedures; water quality monitoring principles and practices; program management principles; and, mathematical and statistical principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; developing and implementing program goals

and objectives; coordinating activities with multiple interested parties; performing mathematical and statistical calculations; analyzing and interpreting a variety of water quality data and information; preparing a variety of reports; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; developing and monitoring budgets; conducting environmental monitoring; analyzing water samples; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; managing a water quality program; and, communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, 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 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.