



Classification Specification Title: Assistant Environmental Compliance Manager

Department	Wastewater	Grade: WWFG.11
Supervision Received	Environmental Compliance Manager	FLSA Status: Exempt
Supervisory Responsibility	Environmental Compliance Specialist 1 & 2	Established: Oct 1, 2022 Revision: Mar 25, 2026

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting in administering the City's EPA-mandated Industrial Waste Pretreatment Program, inspecting industries, food service facilities, remediation sites, and construction sites to ensure pretreatment compliance. Typical duties include assisting with preparing and issuing industrial wastewater and foodservice establishment permits, developing and managing a division budget, enforcing the City's sewer use ordinance, and evaluating the work and performance of employees. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL: The Assistant Environmental Compliance Manager 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.)*

Serves as a back-up to the Environmental Compliance Manager to supervise the day-to-day activities and operations of the Industrial Pretreatment Program and Fats, Oils, and Grease (FOG) Program.

Assist with supervising lower-level pretreatment program staff, to include prioritizing and assigning work; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.

Assist in the planning, coordinating, administering, and evaluating programs and related projects, processes, procedures, strategic planning, and standards; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas.

Assist with coordinating pretreatment program requirements with industry officials and FOG requirements with food service establishment officials.

Evaluates the performance of industrial pretreatment processes and grease removal equipment. Assist with analyzing field and laboratory data to determine compliance with applicable regulations. Assist with wastewater ordinance revisions and major environmental violations.

Assist, supervise, and participate in the collection of water and/or wastewater samples for laboratory analysis.

Assist and participate in emergency response activities and procedures that affect the sewer system, the environment, human health, and/or public safety.

Assist and participate in investigations regarding illegal dumping of prohibited pollutants, hazardous chemicals, and waste into the sewer system and/or directly into the environment; conducts inspections at industrial sites and food service establishments.

Assist with preparing division budgets, including capital improvement budgets, cost estimates for budget recommendations, monitoring, and controlling expenditures.

Assist with evaluating specifications, scopes of work, and requests for proposals for new processes, equipment, and services.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Assist with compiling and monitoring operational, administrative, and statistical data related to pretreatment operations and regulatory requirements, related reports, procedures, and documentation.

Assist with providing technical expertise and guidance to contractors, ensuring compliance with applicable contract terms and conditions, and authorizing contractor payments.

Uses, carries, and answers cell phone calls for business purposes as determined by the assigned job duties and the Department Head.

Assist in preparing and submitting semi-annual pretreatment reports required by the State of Tennessee Department of Environment and Conservation and the EPA.

Assist with preparing and issuing notices of violation, wastewater discharge permits, and enforcement action for noncompliance.

Assist with the collection of data to prepare and issue industrial waste surcharge bills for industrial user sewer surcharges (exceeding normal wastewater concentrations).

Assist in preparing employee payroll and approving employee leave time.

Represents the City and/or the Division at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive and/or convey information.

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.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by 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):

None

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Chemistry, Environmental Science, Physical Science, or Biological Science with four (4) years of related environmental or pretreatment experience required; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Pretreatment Certification within twelve (12) months of hire.

Collection System Certification within twelve (12) months of hire.

Special Police Commission Certification

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; wastewater engineering principles; industrial pretreatment processes; hydraulic engineering principles; grease traps and interceptors; environmental science principles; pretreatment collections systems; applicable tools and equipment utilized in the trade; hazardous waste operations; confined space entry practices; customer service principles; applicable federal, state and local laws, ordinances, codes, rules regulations, policies and procedures; applicable safety requirements; chemical properties and storage requirements; hydraulic properties; primary measuring devices; GIS applications; budgeting principles; permitting requirements for industries and mathematical principles.

Skill in monitoring and evaluating subordinate staff; prioritizing and assigning work; evaluating and interpreting laboratory results; preparing and administering budgets; operating watercraft; using a computer and related software applications; interpreting a variety of technical documents including diagrams; writing technical reports; calculating flow velocities; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; evaluating permit applications for compliance with applicable regulations and requirements; operating applicable tools and equipment of the trade; performing mathematical calculations; interpreting chart and graphs; collecting and analyzing pretreatment sampling data 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 climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Child Sensitive: Dept of Transportation (CDL):

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.

Revision History: 3/28/25; 8/27/24; 12/11/23; 10/20/23