

CITY OF CHATTANOOGA

Classification Specification Title: Brownfield Coordinator

Department: Economic Development

Pay Grade: GS.11

Supervision Received From: Admin. Economic Dev.

FLSA Status: Exempt

Supervisory Responsibility: None

Established: 12/08/17

Revision Dates: 3/31/25;

8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

The Brownfield Coordinator is responsible working with the Economic and Community Development Administrator and Deputy Administrator of Economic Development to partner with the community developers in search for areas that may be suitable for future economic development, if appropriately addressed utilizing decontamination methods required and approved by the Environmental Protection Agency (EPA) and/or the Tennessee Department of Environment and Conservation (TDEC). The incumbent will manage complex projects related to land use, analyze technical data, conduct policy, feasibility and impact analyses, and provide consultation and support for other related activities. The incumbent will also present to elected officials, community groups, businesses, and regulatory bodies in support of these efforts. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Brownfield Coordinator 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.)

Identify and engage community partners to assist with workforce development, affordable housing, community engagement, and other priorities identified by staff. Assist with public engagement events as needed, including preparing and giving presentations. Prepare, publish, and distribute meeting and public hearing notices. Identify opportunities to creatively engage the community about Brownfields. Attend monthly neighborhood meetings, many of which occur in the evening, and provide relevant community updates.

Create, coordinate and organize meetings of the Brownfield task force. Assist in Brownfield property selection. Communicate with consultants, U.S. Environmental Protection Agency (EPA), and the Tennessee Department of Environment and Conservation (TDEC) as needed regarding the management of the City's Brownfield grant; and maintain all records for the City's Brownfield Program.

Create maps identifying properties to be assessed, seek site approval from EPA and brownfield task force, coordinate with consultants to have the site assessed in a timely manner, and report

findings to EPA, TDEC, the task force, and other stakeholders. Maintain site inventory and photo library. Track progress of grant toward key benchmarks and coordinate quarterly. Identify and coordinate opportunities to engage the community in the brownfields program.

Search tax records and GIS to identify brownfield locations with potential for redevelopment based on economic development trends and City priorities.

Prepare and analyze financing incentive opportunities for brownfield development projects eligible for State, Federal and private resources,

Research and apply for tax abatements, grants, loan programs, etc.

Develop budget and analyze project performance.

Monitor project management and oversight of multiple projects. This includes the management of external communication with related stakeholders (Chamber of Commerce, Hamilton County, property owners, local community groups, etc.) as well as other City departments.

Occasionally, project presentation/public speaking will be required at City Council, regulatory bodies as well as additional similar public meetings.

Collaborate with the Real Property division of ECD to identify City-owned properties that may not be currently used in the highest and best manner for economic development.

Design and implement a coordinated Brownfield program with identified success measures.

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.

MINIMUM QUALIFICATIONS:

Nine (9) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Master's degree in Planning, Environmental Science, Public Administration OR a Bachelor's in Law, Urban Planning, Environmental Science or related field. Examples of relevant experience include professional-level work in urban planning and development, reviewing environmental reports (e.g., Phase I and Phase II), or in a regulatory environment.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge and understanding of environmental concerns that often surface in redevelopment projects; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures that impact urban development; recordkeeping practices and procedures; general office principles and practices; modern office equipment and mathematical concepts.

Strong problem-solving and organizational skills; in using a computer and related software applications; reading and interpreting technical and scientific documents; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures; preparing a variety of reports and related governmental and business documents; performing mathematical calculations; excellent oral and written 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. Ability to multitask, prioritize and manage multiple projects with a keen attention to detail; ability to smoothly handle constituent and partner interactions in a fast-paced, deadline-driven work environment; ability to work evening hours required on occasion.

PHYSICAL DEMANDS:

Positions in this class typically require: 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.

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.