

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Construction Program Supervisor**

**Department: Public Works**

**Pay Grade: GS.13**

**Supervision Received From: Asst. City Engineer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Soil Engineering Specialist & Established: 6/29/07**

**Civil Engineer**

**Revision Dates: 4/1/25;**

**8/27/24; 4/05/24; 10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for performing supervisory/technical work associated with overseeing the City's storm water construction sites program. Responsibilities include drainage design activities; field inspection of drainage problems and construction activities to control/reduce the discharge of pollutants and sediments during construction projects. Work requires limited supervision and the use of independent judgment and discretion.

### **SERIES LEVEL:**

The Construction Program Supervisor is a stand-alone classification.

### **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 are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Supervises day-to-day project activities related to the City's storm water construction sites program 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, prepares, analyzes and prioritizes work orders and design changes in order to eliminate engineering and storm water drainage problems.

Serves as a liaison between the internal departments, the City Council, elected officials, property owners, external agencies and organizations and/or other interested parties.

Collaborates with land agents, internal departments, property owners and external agencies regarding acquisitions and permits for the construction of projects; coordinates work activities, reviews the status of work, exchanges information and/or resolves problems.

Responds to citizen calls in regard to engineering, drainage complaints and/or other related issues; conducts related investigations; performs related follow-up activities.

Conducts inspections of construction projects to ensure compliance with applicable construction plans and applicable codes.

Supervises and monitors construction activities to control and reduce the discharge of pollutants and sediment from project sites.

Reviews and participates in the preparation and analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives.

Researches deeds, plat books, subdivision plats, and surveys to identify ownership and property lines.

Prepares legal descriptions for the purchase of right-of-way or easements for projects.

Designs engineering and drainage projects.

Reviews and performs computer-aided design and manual preparation of construction plans and designs.

Represents the department and/or the City at a variety of meetings, public events, training sessions, committees and/or other related events or groups in order to receive and convey information pertaining to City policy, projects or programs.

Manages and administers a variety of contracts and associated activities which includes compiling and publishing contract documents and specifications for bids.

Directs and manages drainage contracts; represents the department in pre-bid meetings, bid openings, and pre-construction meetings; attends final inspections when engineering/drainage contract projects are completed and performs other related activities.

Responsible for reading current technical literature, maintaining professional affiliations and attending workshops and technical training sessions when appropriate.

Uses, carries, and answers 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 Civil Engineering (B.S.C.E.), Environmental Science (B.S.E.S.), Geology (B.S.G.) or related field and eight (8) years experience in engineering design, drainage design, project coordination, water pollution control/prevention, and construction. Relevant experience must also include serving in a supervisory capacity.

### LICENSING AND CERTIFICATIONS:

Valid Driver's License required Land Development: T.D.E.C. Level I (Fundamental of Erosion Prevention & Sediment Control) required. Must be able to obtain a Special Police Commission badge within 6 months of hire. T.D.E.C. Level II (Design Principles of Erosion Prevention & Sediment Controls for Construction Sites) preferred Certified Professional in Erosion and Sediment Control (CPESC) or Certified Municipal Separate Storm Sewer System Specialist (CMS4S) preferred.

### KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; civil engineering principles; stormwater design principles and practices; project management principles; public relations principles; contract management principles and program management principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; designing stormwater projects; managing and administering contracts; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; providing public relations; coordinating, scheduling and prioritizing activities with applicable interested parties 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, fingering, grasping, 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 fumes, dust and extreme temperatures.

### 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.