

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Director (Wastewater)

Department: Wastewater

Pay Grade: WWFG.15E

Supervision Received From: Administrator Public Works

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 5/24/18

Industrial Occ Safety Supervisor; Assistant Director Eng.;

Revision Dates: 4/1/25;

Assistant Director Operations; Manager Laboratory Services; 10/20/23; 9/30/22

Assistant Director Maintenance; Assistant Director Admin.

CLASSIFICATION SUMMARY:

Incumbent is responsible for assisting the Director with the creation of the overall program goals and strategies and is directly responsible for seeing those plans through to completion via the allocation of resources. Incumbent is also responsible for planning, directing, and organizing the Regional Wastewater System, including the Interceptor Sewer System, and pump stations. Duties include: managing resources; managing and evaluating daily operations through lower level managers; developing and administering budgets; providing technical assistance to other Public Works Divisions. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL:

The Deputy Director, Wastewater Systems is a standalone 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 wastewater utility 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.

Manages the day-to-day operations of the Regional Wastewater System, which includes developing, planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, long and short-term strategic planning, and/or service offerings; and ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.

Directs and coordinates the Environmental Protection Agency consent decree program which includes but is not limited to related correspondence, reports, negotiations, meetings with

consultants, contractors, regulators and the public; plans review; and monitoring project progress, preparing and evaluating specifications and requests for proposals for related capital projects, equipment, and services.

Ensures the development, implementation, and ongoing process improvement of an environmental management system in accordance with ISO 14001 criteria and standards.

Forecasts, prepares, and administers the utility budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; evaluates, monitors and controls expenditures.

Prepares and evaluates specifications, scopes of work, and requests for proposal for new processes, equipment, and services; negotiates related contracts and change orders.

Manages the interceptor sewer system; and ensures compliance with applicable regulatory requirements.

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

Develops, compiles and monitors operational, administrative, and statistical data related to wastewater and regulatory requirements; writes and prepares related reports, procedures, and documentation.

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

Represents the City and/or the Regional Wastewater System 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.

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 from an accredited college or university with a degree in civil, environmental, mechanical or chemical engineering or a related field and eight (8) years of progressively responsible management experience in a wastewater collection and treatment facility, including five (5) years in a supervisory position.

LICENSING AND CERTIFICATIONS:

A valid Driver's License.

Registration as a Professional Engineer

KNOWLEDGE AND SKILLS:

Knowledge of management principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and procedures; wastewater treatment plant operations; environmental engineering principles; project management principles and practices; contract management principles; water resource program management principles; advanced mathematical concepts; public administration principles; chemistry principles; long-range capital planning principles and practices; process controls associated with wastewater and treatment and biosolids disposal; and, budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and administering budgets; developing long-range capital plans; managing multiple water resource programs and projects; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; coordinating activities with other internal departments and/or external organizations; using a computer and related software applications; developing and implementing policies, procedures, and operating strategies; preparing and analyzing statistical data; managing the work of external vendors and contractors; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; and, communication, 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, 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 fumes, odors, dusts, gasses, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

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.