

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Director Citywide Services

Department: Public Works

Pay Grade: GS.14

Supervision Received From: Director Citywide Services

FLSA Status: Exempt

Supervisory Responsibility For: Administrative Mgr., Mgr.

Established: 6/29/07

Street Maint., Municipal Forester, Mgr. Sewer Construction

Revision Dates: 4/1/25;

10/20/23; 10/6/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting in the direction of administrative and operational units within City-wide Services, to include brush and trash collection, garbage, recycling programs, household hazardous waste facility, landfills, wood recycling center, landscaping, sewer construction and maintenance, water quality operations, street construction and maintenance, forestry, and public works emergency services.

Duties include hiring, evaluating, and disciplining staff; directing, monitoring, and managing various area budgets; monitoring project statuses; inspecting completed work; developing, implementing and evaluating quality control measures; ensuring division compliance with codes, laws, rules and regulations and coordinating projects and assignments across divisions. Work is performed with general direction working from broad goals and policies.

SERIES LEVEL:

The Deputy Director, Citywide Services is the first level of a two-level management series in the Public Works Department.

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 public works staff in multiple units 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.

Provides oversight and directs the implementation of internal operations aspects for all units within the Citywide Services division which includes planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Develops and manages operational budgets including capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items and monitors and controls expenditures.

Oversees activities associated with projects from inception to completion; monitors progress to ensure timely completion of projects; inspects work during all phases of the project and upon completion to ensure compliance with applicable regulations, standards and specifications.

Researches, analyzes, interprets and evaluates ordinances, codes, laws, rules, regulations, standards, policies and procedures; ensures division compliance with applicable ordinances, codes, laws, rules, regulations, standards, policies and procedures.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys, and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Prepares, reviews, interprets and analyzes a variety of complex and multi-faceted departmental information, data, contracts, plans, work requests, maps, technical publications, manuals, reference materials, forms, schedules, calendars, surveys and reports; makes recommendations based on findings.

Responds to requests for information and assistance from employees, outside agencies, the general public and/or other interested parties.

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.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Construction Management, Engineering or related field and six (6) years public works construction management experience, including supervisory and administrative experience or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices; public administration principles and practices; construction management administration principles and practices; budgeting principles; contract development, administration and management principles; strategic planning principles; financial management principles; negotiation principles; mathematical concepts; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; analyzing issues and problems related to operations, services, and management information to formulate project plans, develop complex programs, present and obtain consensus on recommendations, processes, goals and solutions; managing projects; performing mathematical calculations; preparing and analyzing reports; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing operational requirements; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; conducting negotiations; handling multiple tasks simultaneously; managing contracts; managing and administering budgets; collaborating with external agencies; 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 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 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.

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.