

CITY OF CHATTANOOGA
Classification Specification Title: Director (Wastewater)

Department: Wastewater

Pay Grade: WWFG.15E

Supervision Received From: Deputy Administrator

FLSA Status: Exempt

Supervisory Responsibility For: Managers

Established: 10/1/22

**Revision Dates: 8/19/25;
4/1/25; 12/11/23; 10/20/23**

CLASSIFICATION SUMMARY:

The incumbent is responsible for effectively leading and managing directing all assigned operational work groups under the supervision of the Deputy Administrator. Strategically plans and directs the operations of the regional 230 MGD Moccasin Bend Wastewater Treatment Plant which also includes the operation of a 100 ton cryogenic plant, 88 collection system pump stations, and eight combined sewer overflow treatment facilities (CSOTF), and the wet weather storage facilities to ensure division goals and objectives are accomplished. Coordinates teams to manage work, address problems, set priorities, implement training programs, create and adhere to Standard Operating Procedures. Develops and manages budgets and schedules for operations and capital improvement projects. Holds primary responsibility for the effective implementation, review and amendment of safety policies and procedures in his/her assigned work groups. Work is performed under administrative review working with maximum degree of initiative and judgment. May stand-in for deputy administrator of wastewaters when required.

SERIES LEVEL:

This 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.)

Directs staff, to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained appropriately; ensuring employees follow policies and procedures as required by the City Employee Instruction Guide, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Leads the day-to-day activities of applicable division work groups which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards.

Oversight of department's personnel activities, including staffing, hiring process, employee actions, employee evaluations, discipline, salary administration and employee relations in conjunction with the City's Human Resource Department.

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

Facilitates collaborative and innovative problem-solving and decision-making process to address operational circumstances or operational issues. Serve on the Wastewater Leadership Team to ensure the execution of division missions and strategic plans and may act on behalf of the Deputy Administrator as requested.

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 or groups in order to receive and/or convey information to receive and convey information pertaining to City policy, projects or programs. This includes managing the division's items on the City Council agenda and working with City and departmental staff on external communications with citizens and the news media

May prepare, review, interpret and analyze a variety of information, data and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

May prepare resolutions and ordinances, requests for proposal, MOUs, and other documentation

Directs and manages subordinate 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. Approves leave requests.

Performs departmental leadership duties, including developing policies, operating procedures, rules, regulations, and work methods, and makes recommendations for their improvement. Formulates long- and short-range goals and objectives for better operating efficiency. Evaluates staff procedures on a continuous basis; recommends and implements improvements where necessary. Interprets rules, policies, and procedures for staff members.

May drive and support continuous improvement activities related to safety, quality, and cost

May represent the City of Chattanooga's interests towards suppliers and contractors.

May compile and provide reports related to area of responsibility

May cooperate and collaborate with groups and individuals across all departments and divisions, operations, engineering, and other service units with focus on achieving optimal results/solutions

May perform all tasks and assignments in accordance with The City of Chattanooga's policies and procedures

May ensure all required training is completed in a timely manner made by all team members in his/her area of responsibility.

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):

When serving as Director Administration:

Direct and lead the day to day activities and operations of the following utility work areas: Sewer billing; Blanket contracts, procurement, invoicing, requisitioning; Capital contracts, procurement, invoicing, and requisitioning; Division payroll functions; Warehouse services, including asset management, procurement and storage of equipment, parts, and other supplies; Budget, both operating and capital; Work order management

May develop and administer the division budget; provides overall fiscal oversight to division-wide budget, including procurement and budget policies and procedures, approvals of requisitions and change orders, etc. Approves expenditures; reviews financial statements. Maintains the utility financial model. Proposes an annual budget ordinance that includes (when required) annual rate and fee increases. Leads financial planning to ensure the short and long term fiscal health of the utility and enterprise fund. Serves as staff lead for engagement with state and federal officials regarding state and federal utility loan programs, including SRF and WIFIA.

May work with consultants, develop and oversee the annual capital budget and program.

Manages and oversees accounting, invoicing, revenue collection, and fund disbursement activities. Analyzes, compiles, and communicates financial data to assist in decision making. Oversees purchasing and warehousing functions. Monitors contracts for compliance with guidelines and specifications.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or a related field and six (6) years of progressively responsible management experience involving planning, directing or coordinating the operations

of companies, public sector or private sector organizations, to include managing daily operations, budgeting, staffing functions and human resources.

When serving as Director Maintenance:

May serve as a technical authority for maintenance on projects and/or systems.

Directs and leads the day-to-day maintenance activities and operations of the Regional Wastewater Maintenance Plant, Pump Stations and CSO facilities, which includes capital projects, Consent Decree projects, 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 and/or performing other related activities.

May lead, coach and develop with direct oversight of maintenance leaders, managers, supervisors and chiefs. Provide technical oversight on maintenance topics for the city's wastewater treatment system.

May direct and prioritize jointly with Division Leaders internal and external maintenance resources delivering results in maintenance, safety and operations. Maintain appropriate pace of continuous improvement in the implementation of maintenance best practices.

May create and maintain the organization structure/resources to ensure technical expertise and system ownership of all required maintenance systems, processes, and standards.

May direct and oversee the management of coordinating 3rd party maintenance service providers, including assurance that work is completed and billed accurately.

May ensure the preventive maintenance, mechanical maintenance, and electrical maintenance personnel are delivering high levels of execution and always exceeding minimum requirements of work performed.

May provide maintenance expertise and troubleshooting support to operations.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in a related field and nine (9) years experience (including three (3) years supervisory experience) in general maintenance, general contracting or a related field, preferably in a large wastewater collection and treatment facility or similar manufacturing environment.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

State of Tennessee Grade IV WWTP Operator Certification preferred.

When serving as Director Engineering:

Directs and leads a variety of different professionals such as engineers of Treatment Plant processes, pump stations, collection system, system modeling engineer, and environmental issues pertaining to sewage flows and treatment, and GIS analyst to maintain asset inventory.

May oversee work toward Zero Net Energy for the wastewater system.

May lead consent Decree coordination with Consent Decree Program Manager including Capacity, Management, Operations, and Maintenance (CMOM) and Projects to ensure Consent Decree compliance.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in civil, environmental, mechanical or chemical engineering or a related field and six (6) years progressively responsible management experience in an engineering department focused on wastewater collection and treatment facilities, including five (5) years in a supervisory position.

LICENSING AND CERTIFICATIONS:

A valid Driver's License. Registration as a Professional Engineer in the State of Tennessee or the ability to obtain by reciprocity from another state within six (6) months of starting the job.

When serving as Director Collection System:

Directs and leads the strategic planning and operations of the City's wastewater collection system infrastructure, including over 1,400 miles of sewer lines, manholes, and related infrastructure. Provides executive oversight for all collection system maintenance, infiltration and inflow (I&I) reduction programs, and sewer construction initiatives to ensure system reliability and regulatory compliance.

Develops and implements comprehensive collection system management strategies, including long-range capital improvement planning, asset management programs, and system performance optimization initiatives. Establishes division-wide policies, procedures, and performance standards for collection system operations.

Serves as the City's senior technical authority on collection system matters, representing the utility in negotiations with regulatory agencies, consultants, contractors, and other stakeholders. Provides expert testimony and recommendations to City Council, regulatory bodies, and community groups regarding collection system infrastructure and investments.

Directs the development and administration of the collection system operating and capital budgets, ensuring fiscal responsibility and strategic allocation of resources. Oversees multi-million dollar rehabilitation and replacement programs, including trenchless technology initiatives and innovative system improvements.

Leads the implementation of the City's smart sewer program and other innovative technologies for collection system monitoring, predictive maintenance, and system optimization. Champions the adoption of industry best practices and emerging technologies to improve system performance and operational efficiency.

Ensures compliance with all federal, state, and local regulations governing wastewater collection systems, including EPA and TDEC requirements. Oversees the development and implementation of the Capacity, Management, Operations, and Maintenance (CMOM) program and related Consent Decree obligations.

Collaborates with the Director of Engineering and other division directors to coordinate collection system improvements with treatment plant operations, ensuring integrated system performance. Participates in regional planning initiatives and inter-jurisdictional agreements affecting collection system operations.

Directs emergency response protocols for collection system failures, overflows, and natural disasters. Ensures 24/7 operational readiness and coordinates with other City departments and external agencies during emergency events.

Develops and maintains relationships with professional organizations, regulatory agencies, and industry groups to stay current with collection system management trends, regulations, and best practices. Represents the City at state and national conferences and professional forums.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil Engineering, Environmental Engineering, Public Administration, or a related field and eight (8) years of progressively responsible management experience in wastewater collection systems, including five (5) years in a senior management role; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

LICENSING AND CERTIFICATIONS:

A valid Driver's License.

Tennessee Grade II Collection System Certification required, Grade IV preferred.

Professional Engineer (PE) license preferred but not required.

When serving as Director Operations:

Incumbent will be registered with TDEC (Tennessee Department of Environment and Conservation) as the certified Operator in direct charge of day to day operations.

Incumbent will be responsible for maintaining NPDES (National Pollutant Discharge Elimination System) permit compliance and will be responsible for reporting any violations of the permit in the required time to various local, state, and federal governmental agencies.

Incumbent will be responsible for approving the MOR (Monthly Operating Report) and DMR (Discharge Monitoring Report) .

Participates in developing plans for wastewater upgrades, including equipment replacement, plant expansion, and pump station upgrades.

Oversees the Moccasin Bend Environmental Campus Biosolids program and stays up to date on the EPA Part 503 Biosolids regulations.

MINIMUM QUALIFICATIONS:

Must have supervisory experience.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of managerial and leadership principles and practices; public administration principles and practices; property management principles and practices; public relations principles; budgeting principles; contract development, administration and management principles; strategic planning principles; sustainability principles; environmental and natural resources management; conservation; human consumption management; research methods; financial management principles; program development and administration principles and practices; procurement principles and practices; project management principles and practices; construction principles and practices; negotiation principles; mathematical concepts; customer service principles and practices; 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; setting and monitoring performance standards; analyzing issues and problems related to operations, services, and management information to direct the development of project plans, develop complex programs, present and obtain consensus on recommendations, processes, goals, and solutions; directing the completion of projects; performing mathematical calculations; in using spreadsheet, word processing and database software to review, analyze, and compile data and reports; implementing public relations; preparing and analyzing reports; reading, comprehending, and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing administrative and 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; directing the development and management of; collaborating with external agencies; and, communication and interpersonal skills as applied to interaction with subordinate employees, coworkers, supervisor, community groups, the general public, etc. sufficient to exchange or convey information and to receive work direction. responding to common inquiries or complaints from customers, regulatory agencies and business community; presentations to administrators, public and boards;

PHYSICAL DEMANDS:

Positions in this class typically require reaching, 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.

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.