

CITY OF CHATTANOOGA

Classification Specification Title: Director Maintenance (Wastewater)

Department: Wastewater

Pay Grade: WWFG.15E

Supervision Received From: Deputy Administrator

FLSA Status: Exempt

Supervisory Responsibility For: Assist. Dir. Maintenance

Established: 6/29/07

Revision Dates: 1/16/26

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:

The Director Maintenance 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, administrating and evaluating programs, projects, processes, procedures, systems and standards.

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.

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.

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 third 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.

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.

Drive and support continuous improvement activities related to safety, quality, and cost

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

Compile and provide reports related to area of responsibility

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

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

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.

DEPARTMENT SPECIFIC DUTIES (if any):

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; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

State of Tennessee Grade IV WWTP Operator Certification preferred.

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.