



Classification Specification Title: Director Wastewater Collection Systems

Department	Wastewater	Grade: WWFG.15
Supervision Received	Deputy Administrator Wastewater Systems	FLSA Status: Exempt
Supervisory Responsibility	Pump Station Operations Supervisor, Manager Sewer Construction, Plant Manager, OT Systems Manager, Assistant Director Wastewater Collection Systems	Established: Dec 12, 2022 Revision: May 20, 2026

CLASSIFICATION SUMMARY:

The incumbent is responsible for effectively leading, managing, and directing all assigned operational work groups under the supervision of the Deputy Administrator. Strategically plans and directs the operations and maintenance of the 1,263 miles of gravity sewer lines, 30,000+ sewer manholes, and service laterals within the City's rights-of-way. Coordinates teams to manage work, address problems, set priorities, implement training programs, and 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 a maximum degree of initiative and judgment. May stand in for the deputy director of waste resources when required.

SERIES LEVEL: The Director Wastewater Collection Systems is the second level of a two-level collection systems director series.

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 are trained appropriately; ensuring employees follow policies and procedures as required by the City Employee Information Guide; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

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

Oversight of division'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, customers, and/or other interested parties to coordinate work activities,

exchange information, and resolve problems.

Facilitates collaborative and innovative problem-solving and decision-making processes to address operational circumstances or operational issues. Serve on the WD Management Team to ensure the execution of the department's mission 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 pertaining to City policy, projects, or programs.

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

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

May develop and administer the division's budget; provides overall fiscal oversight to the division-wide budget, including procurement and budget policies and procedures, approvals of requisitions, and change orders. 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.

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.

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

May direct and manage 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.

May perform departmental leadership duties, including assisting with developing policies, operating procedures, rules, regulations, and work methods, and make 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 ensure all required training is completed in a timely manner 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):

None

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil Engineering, Environmental Engineering, Public Administration, or a

related field with 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:

Valid Driver's License
Tennessee Grade II Collection System Certification
Professional Engineer (PE) license 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, and the general public, sufficient to exchange or convey information and to receive work direction. responding to common inquiries or complaints from customers, regulatory agencies, and the business community; presentations to administrators, the public, and boards.

PHYSICAL DEMANDS:

Positions in this class typically require 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: Child Sensitive: Dept of Transportation (CDL):

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.

Revision History: N/A