

CITY OF CHATTANOOGA

Classification Specification Title: Director Wastewater Systems (Wastewater)

Department: Wastewater

Pay Grade: WWFG.15E

Supervision Received From: Chief Operating Officer

FLSA Status: Exempt

Supervisory Responsibility For: Industrial Occ Safety

Established: 6/29/07

Supervisor, Dir. Operations Wastewater, Dir. Admin.

Revision Dates: 4/1/25;

Wastewater, Manager Laboratory Services, Dir. Maintenance 10/20/23; 9/18/14

Wastewater, Dir. Engineering Wastewater

CLASSIFICATION SUMMARY:

Incumbent is 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 Director, Wastewater Systems 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.)

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; ensures compliance with federal, state and local laws, regulations, codes and/or standards.

Forecasts, prepares and administers the utility budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures. Prepares and evaluates specifications, scopes of work and requests for proposals 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.

Compiles and monitors operational, administrative and statistical data related to wastewater and regulatory requirements; 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.

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 chemistry, biology, engineering, environmental science, public administration or a related field and ten (10) years of progressively responsible management experience in a large wastewater system, including eight (8) years in a supervisory position; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

Registration of a Professional Engineer preferred

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 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; 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; 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 reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. 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.