

# CITY OF CHATTANOOGA

## Classification Specification Title: Engineering Coordinator (Wastewater)

**Department: Wastewater**

**Pay Grade: WWFG.09E**

**Supervision Received From: Engineering Manager**

**FLSA Status: Exempt**

**When reporting to Plant Maint: Supervision Received From: Established: 6/29/07**

**Maintenance Manager**

**Revision Dates: 6/13/25**

**Supervisory Responsibility For: None**

**4/2/25; 2/6/25; 1/23/25;**

**When reporting to Plant Maint: Supervisory Responsibility 12/11/23; 10/20/23; 9/30/22**

**For: Contractors**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing technical work associated with designing and coordinating civil engineering projects and ensuring projects comply with established design criteria and codes. Work may focus on one or more of the following areas: design and hydraulics, pavement & materials, biosolids, or construction engineering and inspection. Work receives limited supervision and the use of independent judgment and discretion.

### SERIES LEVEL:

The Engineering Coordinator is the second-level of a three-level engineer 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.)*

Coordinate engineering project management activities which includes: developing, formulating and implementing pavement management procedures, processes, and long-term plans; designing and coordinating civil engineering projects, ensuring compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; preparing and maintaining City design standards; preparing and maintaining City applicable design standards; creating conceptual engineering designs; reviewing and coordinating design reviews; serving as a construction liaison; resolving construction-related issues; investigating project locations; coordinating bid processes and performing other related activities.

Coordinate and schedule meetings related to engineering projects; participates in construction progress meetings with contractors, architects, engineers, and other applicable parties; conducts visits to project sites. Responds to requests for information and complaints from the general public; elevates issues to appropriate personnel when appropriate.

Provide technical expertise to internal staff and external agencies regarding engineering projects.

Investigate conditions of existing sanitary and storm sewer systems, slope conditions, and roadway distresses; assists with infrastructure inspections.

Process a variety of documentation associated with departmental operations per established procedures and within designated time frames; distributes documentation and retains records.

May inspect project sites under construction.

Prepare and complete various forms, reports, correspondence, design drawings, preliminary layouts, contract documents, project lists, cost estimates, meeting minutes, work orders, schedules, punch lists or other related documents.

Verify the accuracy of data entered in applicable automated systems; make corrections as appropriate.

Participate in/on a variety of meetings, public forums and/or other related groups in order to receive and convey information.

May use, carry and answer cell phone calls for business purposes as determined by the assigned job duties and the department head.

May perform other duties as assigned.

May assist with research work on engineering projects, manage analysis and compile necessary data for reports and generate reports. Set up and coordinate engineering meetings and record all information passed between the parties.

Analyze data to ensure accuracy to make conclusions as and when needed, identify discrepancies and manage necessary actions. Control the filing system for projects and ensure that all information is available at all times.

May work collaboratively across other municipal departments and across jurisdictions and at all levels of government as needed to perform job duties and ensure all projects meet all local, state, and national laws and guidelines.

Review specifications, requests for proposals, and contracts and approve or reject them along with putting forth cost estimates for engineering projects. Makes presentations and explains proposals to customers and other stakeholders and negotiates terms with them if needed.

Maintain liaison with engineers and consultants to develop engineering plans and manage submission schedules as appropriate. Manages time management for each project proposal to ensure timely execution. Assists and or performs quality assurance and quality control in ensuring the quality of each proposal submission and the end projects as well.

Perform analysis of closed circuit televising of manholes, line segments, and other appurtenances to determine issues and possible courses of corrective action.

May review and reconcile contractor reports and submissions, including invoicing, for quality control and accuracy for payment of services rendered and or goods received.

May be responsible for managing the work of engineer consultants and other technical professionals. Acts as liaison between these individuals and higher level managers, ensuring that everyone is working toward the same goals and objectives.

May be responsible for overseeing projects from start to finish as needed, including but not limited to developing project plans, assigning tasks to individual engineers, tracking progress on a regular basis, and resolving any issues that arise during the course of the project.

Participate in technical design clarification and project meetings.

May review design plans for issues with existing infrastructure and help to resolve issues with the plans.

Coordinate with project coordination team members, vendors and subcontractors with regards to workability and constructability of design.

Develop relations with the planning engineer on the design submission schedule and ensure timely design submissions.

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 in Plant Maintenance, the Engineering Coordinator will be responsible for managing

multiple contractors for making standard and specialty repairs for the Wastewater Department.

Manages the cleaning of sewer drains, lines, tanks, clarifiers, basins, etc through overseeing the daily duties of the Plant Maint vacuum truck crew.

Will assist in specification development and review

Contract management for renewals and recommendations

Lead Prebid process meetings and site visits

Utilizes the CMMS software (Cityworks) to assign work, process work orders, document storage, and track status of daily work and progress.

When acting as Biosolids Coordinator, the Engineering Coordinator will be responsible for coordinating the Biosolids Land Application Program, developing, formulating and implementing land application management procedures, processes, and long-term plans, and working with land Application Hauling subcontractors. Will coordinate and schedule meetings related to the Biosolids Land Application Program projects. Occasional attendance at community meetings outside of normal working hours is required. Responded to and coordinates the response and remediation to problems in the Biosolids Land Application Program. Will collate and analyze data ensuring compliance, and prepare required reports for the Biosolids Land Application Program.

Manages the response to emergency sewer repairs including coordinating across departments.

Manages Capacity, Management, Operations, and Maintenance (CMOM) mandated deliverables for the Interceptor Sewer System (ISS).

Manages Interjurisdictional Partners and Consent Decree mandated deliverables for the Interceptor Sewer System (ISS).

Manages multiple capital projects and contractors and contract deliverables for those projects and contractors. Ensures that projects and contracts are done to standard, on schedule, and within budget for the ISS.

Responds to and coordinates the response and remediation to sanitary sewer backups into dwellings and other structures as needed.

Collate and analyze data ensuring compliance, and prepare reporting for Sanitary Sewer Overflows (SSO) for Consent Decree mandated projects to federal (EPA), state, city, and other regulatory agencies.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Civil Engineering (B.S.C.E.) and three (3) years experience in contract/project management, computer-aided design, and drafting; and/or construction management or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Valid Driver's License

#### KNOWLEDGE AND SKILLS:

Knowledge of civil engineering principles; construction and materials engineering principles; geotechnical engineering principles; project management principles; construction surveying principles; customer service principles and applicable laws, ordinances, codes, rules, regulations, policies and procedures. Thorough understanding of engineering principles and maintenance practices. Thorough technical knowledge in the field of industrial mechanical/electrical maintenance, including relevant regulations, standards, and codes.

Skill in managing projects; utilizing applicable tools and equipment; interpreting and applying applicable laws, codes, rules, regulations, policies, and procedures; interpreting a variety of technical plans, drawings and/or other related documents; analyzing and making appropriate recommendations on engineering problems; and, 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. Strong verbal and written communication skills; Capability to professionally deal with changing priorities and requirements; Expertise and proficiency with basic office computer software, and the ability to learn how to effectively use maintenance software to input data and research parts; Skill in using a computer and related software applications such as Google Workspace Software; Experience in using Microsoft Office software such as Excel and Word; Experience in utilizing Computerized Maintenance Management Software (CMMS); Providing customer service; reading and comprehending a variety of technical plans, drawings and models; Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Preparing technical documents.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, 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 A 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. Incumbents may be subjected to vibrations, fumes, dust, and extreme temperatures.

#### 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.