

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Environmental Compliance Manager (Wastewater)**

**Department: Wastewater**

**Pay Grade: WWFG.12E**

**Supervision Received From: Manager Laboratory Services**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Asst. Env. Comp. Manager**

**Established: 7/01/22**

**Revision Dates: 4/16/25;  
12/11/23; 10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for supervising operations and employees of the City's Industrial Waste Pretreatment Program. Typical duties include preparing and issuing industrial wastewater and foodservice establishment permits, developing and managing a division budget, enforcing the City's sewer use ordinance and evaluating the work and performance of employees. Work is performed with general direction, working from broad goals and policies.

**SERIES LEVEL:** The Environmental Compliance Manager is the third level of a three-level Environmental Compliance 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.)*

Supervises lower-level pretreatment program staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Supervises the day-to-day activities and operations of the Pretreatment Division and Fat, Oil & Grease (FOG) program which includes planning, coordinating, administering and evaluating programs and related projects, processes, procedures, strategic planning and standards; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Prepares and issues notices of violation and initiates enforcement action for non-compliance.

Prepares and issues permits, letters and other correspondence. Coordinates pretreatment program requirements with industry officials and FOG requirements with foodservice establishment officials. Evaluates the performance of industrial pretreatment processes and grease removal equipment and procedures.

Analyzes field and laboratory data to determine compliance with applicable regulations.

Manages, supervises and certifies the preparation and submission of the semi-annual pretreatment report required by the State Department of Environment and Conservation and the Environmental Protection Agency (EPA).

Manages and supervises the collection of data to prepare and issue industrial waste surcharge bills for industrial user sewer surcharges exceeding concentrations in excess of normal wastewater concentrations.

Works in conjunction with the City Attorney's Office with wastewater ordinance revisions and major environmental violations.

Manages, supervises and participates in the collection of water and/or wastewater samples for laboratory analysis.

Participates in emergency response activities and procedures that affect the sewer system, the environment, human health and/or public safety.

Manages, supervises and participates in investigations regarding illegal dumping of prohibited pollutants, hazardous chemicals, and waste into the sewer system and/or directly into the environment; conducts inspections at industrial sites and food service establishments.

Forecasts, prepares and administers division budgets including capital improvement 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.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, 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 pretreatment operations 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 Division 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 cell phone calls for business purposes as determined by the assigned job duties and the Department Head.

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):

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Chemistry, Environmental Science, Physical Science or Biological Science preferred. Six (6) years of related environmental or pretreatment experience required; or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License

State of TN Pretreatment Certification State of TN Collection Systems Certification

Special Police Commission Certification

**SUPPLEMENTAL INFORMATION:**

Knowledge of supervisory principles; wastewater engineering principles; industrial pretreatment processes; hydraulic engineering principles; grease traps and interceptors; environmental science principles; pretreatment collection systems; applicable tools and equipment utilized in the trade; hazardous waste operations; confined space entry practices; customer service principles; applicable federal, state and local laws, ordinances, codes, rules regulations, policies and procedures; applicable safety requirements; chemical properties and storage requirements; hydraulic properties; primary measuring devices; GIS applications; budgeting principles; permitting requirements for industries and mathematical principles.

Skill in monitoring and evaluating subordinate staff; prioritizing and assigning work; evaluating and interpreting laboratory results; preparing and administering budgets; operating watercraft; using a computer and related software applications; interpreting a variety of technical documents including diagrams; writing technical reports; calculating flow velocities; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; evaluating permit applications for compliance with applicable regulations and requirements; operating applicable tools and equipment of the trade; performing mathematical calculations; interpreting charts and graphs; collecting and analyzing pretreatment sampling data; 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.

**PHYSICAL DEMANDS:** Positions in this class typically require climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, 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 working in high and precarious places; moving

mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, 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.