



Classification Specification Title: Environmental Compliance Specialist 2

Department	Wastewater	Grade: WWFG.09
Supervision Received	Assistant Environmental Compliance Manager	FLSA Status: Non-Exempt
Supervisory Responsibility	None	Established: Jul 1, 2021 Revision: Jul 8, 2026

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for inspecting food service facilities, industries, remediation sites, and construction sites to ensure pretreatment compliance. Duties include investigating interference problems and preparing compliance reports and correspondence. Works under limited supervision and uses independent judgment.

SERIES LEVEL: The Environmental Compliance Specialist 2 is the second 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.)*

Prepares and processes a variety of industry reports, pretreatment facility inspection reports, site surveys, notices of violations, general correspondence, activity summary reports, and other related information.

Conducts administrative inspections, which include reviewing a variety of records such as permit applications, compliance reports, analytical data, chain of custody forms, pH charts, flow charts, logs and correspondence for industrial sites requiring wastewater discharge permits, ensuring compliance with applicable City codes and environmental regulations related to industrial wastewater discharged to sanitary sewer systems.

Performs physical inspections of pretreatment equipment, which includes grease interceptors and traps, oil/water separators, dissolved air flotation units, carbon filtration units, flocculation systems, metal recovery systems, sampling equipment, pH and flow meters, chemical storage areas, primary measuring devices, sanitary sewer systems, applicable facilities, pump stations, and restaurants.

Conducts site visits to perform pretreatment facility inspections, restaurant inspections, and temporary sewer discharge projects, such as remediation sites or major construction projects, to monitor discharge points, inspect service lines, respond to complaints, and/or to deliver wastewater discharge permits.

Schedules inspections and site visits to address potential or existing problems, respond to questions, research projects, and/or other related activities that could potentially affect the sanitary sewer system.

Assist with the industrial wastewater operations and management program in compliance with

environmental and regulatory programs with the industry (permitted by the City of Chattanooga).

Reviewing and understanding plans and specifications of the operational program and regulating its operations and modifications in accordance with the environmental laws and regulations of the federal, state, and local governments.

Coordinating and collaborating with the working staff and management of the organization to plan, prepare, and develop the environmental sustainability program and policies for a project.

By working with engineers, architects, and lawyers for the project development of new facilities and pretreatment upgrades.

Balancing the environmental and commercial needs of the project, keeping it in accordance with the regulatory requirements and the production company. Insuring the waste management program of a facility, by reviewing documents of its disposal and treatment activities, and the safety precautions for avoiding a hazardous situation.

Providing support to managers and other operating staff of the facility, updating them on environmental standardization procedures, and regulatory requirements. Identifying the exact potential of chemical substances included in the treatment plant, and assessing the potential risk that could occur. Assisting, reviewing, and approving wastewater procedures.

Understanding and modifying the plans and specifications of a project in accordance with the environmental perspective, and management practices in accordance with the procedures directed by the requirements of the City of Chattanooga.

Estimating the magnitude of proper safety measures for combating the hazards involved in the project for the Environmental Compliance Specialist 1 for the City of Chattanooga.

Uses, carries, and answers their 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.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Chemistry, Environmental Science, Physical Science, or Biological Science; supplemented by four (4) years of any combination of relevant education, training, or experience sufficient to perform the essential duties of the job.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

State of TN Pretreatment Collection Systems Certification within twelve (12) months of hire.

Obtain HazMat Certifications within six (6) months of hire.

Obtain a Special Police Commission within six (6) months of hire.

KNOWLEDGE AND SKILLS:

Knowledge of 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; permitting requirements for industries and mathematical principles.

Skill in using a computer and related software applications; interpreting a variety of technical documents including diagrams; writing technical reports; 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; operating a boat; 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.

Able to use and read Geographic Information System (GIS), sewer maps, and drawings using Computer-Aided Design (CAD).

PHYSICAL DEMANDS:

Positions in this class typically require 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 moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: YES ▾ Child Sensitive: NO ▾ Dept of Transportation (CDL): NO ▾

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: 4/02/25; 9/30/24; 11/03/23; 10/20/23