

CITY OF CHATTANOOGA

Classification Specification Title: General Supervisor (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09E

Supervision Received From: Manager Sewer Construction

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 6/29/07

Crew Supervisor CDL; Heavy Equipment Operator;

Revision Dates: 4/2/25;

Crew Worker; Crew Supervisor 3; Crew Supervisor CDL;

1/28/25; 10/20/23; 10/3/22

Truck Driver;

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for coordinating and supervising operations of an assigned department/division, to include scheduling projects, coordinating equipment and manpower, processing documentation, and overseeing work activities involving street/roadway construction/maintenance, wastewater treatment plant maintenance, sewer construction/maintenance, stormwater system maintenance, parks/recreation facility maintenance, building maintenance support, grounds maintenance, equipment maintenance, building systems analysis, maintenance/construction planning, preventive maintenance planning, and/or other City projects. Supervises and assists in performing support and operational system functions that contribute to overall business operations. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The General Supervisor 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.)

Supervise, direct and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; participates in the hiring process; conducts or coordinates training activities.

Ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure the safety of employees and other individuals; ensures compliance with established quality standards; initiates any actions necessary to correct deviations or violations.

Coordinate daily work activities; organizes/prioritizes projects and makes work assignments; consults with assigned staff; assists with complex/problem situations and provides technical expertise.

Perform administrative work associated with supervision of projects; reviews/processes employee timesheets; reviews/approves leave requests; maintains operation files and historical data on operations; prepares periodic progress reports; completes required forms and paperwork; provides budgetary input; assists in developing long-term plans/goals for the assigned area.

Manage projects; review and process incoming work orders; determines necessary equipment and materials to conduct projects; ensures availability of adequate equipment/materials to conduct projects; determines optimum methods of project completion; schedules projects; inspects job sites prior to commencement of work; ensures proper traffic control at job sites; monitors status of work in progress and troubleshoots problems; monitors work quality and inspects completed work.

Supervise and direct the implementation of administrative operations including procurement and tool room/warehouse operations, data and records management, clerical support, program research, workflow development, budgeting, Geographic Information System (GIS) applications, and reporting processes; develops and implements lifecycle prediction programs.

Supervise and assist in performing work associated with sewer construction/maintenance or stormwater system maintenance projects; inspects the cleaning and repair of alleys for stormwater runoff; oversees construction/installation of storm and sanitary sewer pipelines, asphalt, guardrails, fencing, buildings, bridges, concrete ditches, culverts, retaining walls, brick manholes and catch basins; inspects pump stations for proper maintenance of equipment which includes recording flow charts, checking pumps and fans, ensuring proper lubrication or checking for irregular noises; supervises digging of pipe trenches, laying of water pipes, drainage pipes and storm basins and covering of trench when work is completed; supervises repair of water mains, water service lines and sewer lines, installation of new water or sewer mains, taps and lines.

Supervise and assist in performing work associated with street/roadway construction/maintenance projects, which may include patching potholes, constructing and paving roadways, maintaining bridges, clearing right-of-ways, cutting vegetation or sweeping City streets; inspects City streets to identify potential problems or necessary repairs; inspects streets for sight distance code violations and litter.

Supervise and assist in performing work associated with parks/recreational facility maintenance projects; builds or maintains athletic fields, playing surfaces, tennis courts, recreational facilities and equipment, playgrounds and natural ice skating areas; monitors greenhouse operations, orders plants, and monitors scheduled plantings, care, and relocation of annuals, shrubs and trees; draws plans for ball fields, playgrounds, tennis courts, roads, parking lots or other areas; oversees mixing, use and disposal of chemicals; coordinates setup of bleachers, picnic tables and other equipment for events; coordinates projects with landscaping/grounds maintenance personnel.

Supervise and assist in performing work associated with grounds maintenance which may include mowing/edging grass, cutting weeds, spreading seed, watering grounds, raking ground surfaces, applying fertilizer/pesticide, plowing/shoveling snow or lifting/moving heavy materials.

Supervise and assist in performing work associated with construction, maintenance or repair of buildings and related systems, which may include performing building repairs, minor carpentry, concrete work, painting, welding, brazing or cutting metal; performs plumbing work such as repairing leaking faucets, installing water lines for pools, repairing steam pipes, installing toilets or repairing flush meters; supervises setup and removal of tables, chairs, stages and other fixtures for meetings/events.

Draft construction plans and prints for projects; writes specifications for projects, contracted services, equipment and materials.

Assign projects to outside contractors as appropriate; monitors, coordinates and evaluates work performed by outside contractors.

Monitor inventory of department equipment, materials, tools, and supplies; research sources, prices, and quality of various equipment, materials, supplies, and services; initiates requests/orders for new or replacement items; writes specifications for the purchase of vehicles or equipment.

Operates a variety of machinery, equipment, and tools associated with projects and work activities as needed; oversees and coordinates general/preventive maintenance necessary to keep vehicles, equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; plans and coordinates regular maintenance or necessary repairs.

Coordinate staff assistance for emergency situations such as inclement weather, natural disasters, holes in the pavement, downed trees in streets or other situations.

Prepare or complete various forms, reports, correspondence, schedules, production reports, purchase vouchers, attendance records, overtime reports, accident reports, performance appraisals, drawings, and other documents.

Receive various forms, reports, correspondence, work orders, purchase vouchers, invoices, timesheets, leave requests, attendance records, accident reports, job specifications, blueprints, architectural drawings, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, and other programs.

Communicate with supervisor, employees, other departments, city/state officials, business leaders, engineers, consultants, contractors, vendors, service providers, the public, outside agencies, and other individuals as needed to coordinate work activities, review the status of work, exchange information or resolve problems.

Coordinate work activities with those of other divisions, other departments, contractors, consultants, outside agencies or others as needed; notifies Traffic Division, Police Department, and Fire Department of road closings or detours due to construction/repair projects.

Respond to complaints and questions related to department operations and activities; provides information, researches problems and initiates problem resolution. Attends and participates in meetings with employees, department/City personnel, contractors, vendors or others as appropriate.

Maintain comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Use, carry and answer 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.

May be assigned or reassigned to any division within the department.

Perform other related duties as required.

DEPARTMENT SPECIFIC DUTIES (if any): Coordinate with other departments (Fire, Police, Public Works, Parks, Engineering and also Contractors so that work orders can be closed out. Prepares and files necessary reports related to wastewater treatment and discharge operations; May provide oversight and inspection of contractor work activities, Inspection of project construction for quality and completeness, Schedule work assignments to crew leader, Perform record keeping, Issue disciplinary actions to employees, Request recommendation for termination, Enter payroll calculations and personal leave calculations, Hiring Manager.

MINIMUM QUALIFICATIONS:

High School Diploma or General Education Diploma GED; supplemented by vocational/technical training in equipment operation and maintenance work in the area of assignment; three (3) years of experience and/or training that includes supervision of maintenance projects in the assigned area, commercial or public grounds maintenance, or irrigation operation and repair; and three (3) years of supervisory experience or any combination of equivalent experience and educational training or experience sufficient to perform the essential duties of the job will be considered.

LICENSING AND CERTIFICATIONS: Valid Class D Driver's License TN Collections 2 Operator's License preferred for some positions TN Pesticides Applicators License preferred for some positions

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; landscape maintenance principles and practices; irrigation system maintenance principles; procurement principles and practices; horticultural principles; turf management principles; applicable equipment, materials and tools used in grounds maintenance activities; characteristics and care of plants, trees and grass common to the area; irrigation principles work scheduling principles; applicable tools and equipment of the trade; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; City geography; industry standards and specifications; recordkeeping principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; developing and administering budgets; reading blueprints, schematic drawings, and/or construction drawings; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; overseeing the maintenance of a variety of equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; operating applicable tools and equipment of the trade; preparing and maintaining a variety of reports and records; 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 standing, walking, fingering, grasping, feeling, 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, vibrations, fumes, odors, dusts, oils, extreme temperatures, and infectious diseases.

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.