

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Manager Energy (Wastewater)**

**Department: Wastewater**

**Pay Grade: WWFG.11E**

**Supervision Received From: Engineering Manager**

**FLSA Status: Exempt**

**Supervisory Responsibility For: N/A**

**Established: 12/1/22**

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

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for guiding, developing, implementing, and managing the Wastewater Division's energy management programs. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities with respect to the Division's energy program. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies and will act as the Division's primary representative with energy-serving utilities. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

**SERIES LEVEL:** The Wastewater Energy Program Manager is a stand-alone classification.

### **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.)*

Plans and coordinates the development of energy management policies and projects in accordance with strategic plans and direction.

Monitors, reports, and actively participates in energy-related legislation and regulatory proceedings and developments.

Serves as the Division's liaison with energy-serving utilities and maintains effective working relationships relating to organizational operations and initiatives.

Reviews and approves expenditures and works closely with energy-serving utilities and marketers to analyze rates, manage costs, and optimize savings and program objectives, and to establish savings targets and benchmarks.

Interprets and communicates utility rules and requirements to internal departments and works with energy-serving utilities to remove obstacles, avoid delays, and advance Division objectives.

Serves as the Division's lead in pursuing and managing programs for local, state, and federal energy-related funding and incentives.

Performs process control evaluations of unit processes at the wastewater treatment plant to improve efficiency and effectiveness of treatment processes.

Processes a variety of documentation associated with division operations.

Performs unit process pilot studies, equipment tests, and similar evaluations; collects and analyzes data; prepares cost evaluations; prepares related reports; makes recommendations based on findings.

Prepares specifications and requests for proposals for bidding processes associated with equipment, supplies, repairs and services for wastewater treatment plant, pump stations, CSO treatment facilities, and the collection systems; analyzes and evaluates bids; makes recommendations based on findings.

Participates in/on a variety of meetings, committees, task forces and/or other related groups in order to receive and convey information.

Researches and remains current with new and innovative technologies and trends within the energy and water/wastewater industries and makes appropriate recommendations.

Evaluates historic and current energy consumption and forecasts the effects of utility rates and changes in legislative and regulatory conditions to project future energy costs.

Provides input relating to energy budget preparation and monitors and reports consumption and expenditures.

Develops data and responds to requests for information pertaining to energy-related studies, assessments, and project requirements.

Advises, trains, and informs departments and staff on energy management strategies and programs, conservation methods, and field or facility design improvements.

Ensures staff observes and complies with all Division and mandated safety rules, regulations, and protocols.

Uses, carries and answers cell phone calls for business purposes as determined by the assigned job duties and Supervisor.

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 related duties as assigned.

## DEPARTMENT SPECIFIC DUTIES (if any):

## MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university with major coursework in Business or Public Administration, Engineering, or a related field, and five (5) years previous experience in energy management or a similar Associate's Degree and eight (8) years previous experience in energy management.

LICENSING AND CERTIFICATIONS: Valid Driver's License required. Tennessee Engineering License preferred, but not required.

Certified Energy Manager (CEM) or ability to obtain within twelve (12) months preferred.

## SUPPLEMENTAL INFORMATION:

Knowledge of Electric, solar, and natural gas utility rules, rates, organizational processes, and structures. Legislative and regulatory processes and governance for the supply of energy in the State of Tennessee. Energy procurement strategies. Leadership principles and practices. Analytical tools and techniques. Energy management practices and strategies. Program or project management tools, strategies, and techniques. Federal, state, and local laws, codes, and regulations in assigned areas of responsibility. Local (utility), state, and federal energy-related incentive and funding programs. Technologies, processes, and trends within both the energy and wastewater industries. Division and mandated safety rules, regulations, and protocols. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Division staff. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to Manage comprehensive energy procurement and funding programs. Monitor and evaluate legislative proceedings and changes and provide sound conclusions and recommendations. Prepare and present clear and accurate reports, findings, and recommendations. Analyze complex energy data and information to solve problems and implement change. Understand and interpret plans, specifications, and designs. Provide administrative, management, and professional leadership for the energy program. Source and pursue funding and incentive opportunities. Prepare forecasts of energy costs and potential savings. Prepare, administer, and monitor assigned budget.

Maintain sensitive and confidential information. Administer agreements and contracts. Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed. Effectively represent the department and the Division in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS: Positions in this class typically require 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 moving mechanical parts, electrical currents, vibrations, fumes, dusts, extreme temperatures, workspace restrictions, 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.