

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Manager Sanitation**

**Department: Public Works**

**Pay Grade: GS.13**

**Supervision Received From: Deputy City Wide Services**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Truck Driver, Solid Waste  
Coordinator, General Supervisor**

**Established: 3/18/05**

**Reviewed Dates: 4/2/25;  
10/20/23; 10/6/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for managing daily operations of refuse, recycling, brush and yard waste collection services to City residents. Typical duties include evaluating supervisors and their staff, preparing and monitoring area budget and expenditures and managing multiple vendor contracts. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** Manager, Sanitation is the fourth level of a four-level sanitation 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 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; making hiring, disciplinary and termination recommendations.

Manages the day-to-day operations and activities of the sanitation division which includes developing, maintaining, administering and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational performance requirements and programs; determining the cost-effectiveness of repairing versus replacing vehicles and equipment.

Estimates cost to complete jobs and maintains various records and files of time, labor and materials used in projects.

Responds to complaints from citizens and/or other interested parties regarding potentially hazardous or offensive sanitation conditions; inspects areas of responsibility and makes recommendations on projects requiring attention.

Oversees division compliance with applicable safety regulations, standards, procedures, and practices; plans and implements related safety and technical training; participates in the development of written procedures for sanitation activities and operations.

Manages and oversees the preparation and maintenance of records and/or other related documentation; prepares a variety of reports related to sanitation operations, activities, and workload.

Develops, administers and monitors the division budget including capital improvement budgets; allocates resources and approves expenditures, including contracted services.

Manages contracts and vendors engaged in providing services and equipment for the sanitation division, ensuring compliance with applicable contract terms and conditions.

Oversees the processing and completion of service requests in a timely and efficient manner.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies.

Responsible for reviewing and signing off on Wood Recycle Center and Landfill accounts and reports.

Implements plans for standard operating procedures.

Addresses questions and concerns from City Council members and the media regarding division operations.

On call after hours and weekends.

Monitors availability, apply for, and report on State waste reduction and recycling grants.

Writes and revises bid specifications for service contracts.

Communicates and coordinates with internal and external counsel regarding legal actions involving department claims, lawsuits, contracts, disputes, and arbitration.

Utilizes operational data and reports to develop staffing requirements.

Monitors personnel attendance trends for over 50 employees.

Monitors and approves accounts receivable and accounts payable.

Formulates financial and operational goals and objectives.

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: High School Diploma or GED and four (4) years progressively responsible sanitation experience or related experience; supplemented by four (4) years of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License.

SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles; work scheduling principles; applicable tools and equipment of the trade; sanitation operating principles, procedures and methods; 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; reviewing, classifying, categorizing, prioritizing and analyzing data; mediating and resolving disputes; coordinating, managing and correlating data; exercising judgment in determining time, place and sequencing of operations; formulating operational strategies; utilizing a wide variety of reference, descriptive and advisory data and information.

Preparing and interpreting graphs; performing mathematical calculations; developing and administering budgets; 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 applicable equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; preparing, analyzing 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 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 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.