

CITY OF CHATTANOOGA

Classification Specification Title: Manager Sewer Construction

Department: Public Works

Pay Grade: GS.13

Supervision Received From: Dep. Dir. City Wide Services

FLSA Status: Exempt

Supervisory Responsibility For: Truck Driver, Heavy Equip

Established: 6/29/07

Op., Crew Worker, City Laborer, Crew Supervisor 3 & Gen.

Revision Dates: 4/16/25;

Supervisor

10/20/23; 10/6/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising, managing and assigning work to maintenance and technical crews engaged in the installation, repair, and maintenance of sewer lines and wastewater treatment equipment and systems. Duties include hiring, managing, scheduling and evaluating crew workers and supervisors; responding to citizen complaints; reviewing blueprints to determine the scope of work and crews necessary for projects; maintaining and managing inventory and monitoring department budget and making recommendations for changes. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL: The Manager, Sewer Construction is the fifth level of a five-level sewer maintenance 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 sewer maintenance supervisors 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, disciplinary, and termination recommendations.

Manages the day-to-day activities and operations of the stormwater/sewer maintenance division which includes maintaining, administering and implementing of standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow; ensuring procedures and equipment meet operational performance requirements and programs and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Responds to complaints from citizens and/or other interested parties regarding potentially hazardous or offensive sewer conditions, including back-ups and overflows; inspects areas of responsibility and makes recommendations on projects requiring attention.

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

Manages activities associated with the installation, maintenance, and repair of sewer lines, manholes, roads, right of ways, sewer tap installations, sewer mains and/or other related items.

Manages and coordinates annual work programs and routine or emergency repairs for sewer maintenance projects.

Manages and 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 sewer maintenance safety activities.

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

Performs inspections of City sewer systems and related areas to identify potential problems, code violations, hazardous situations or required repairs.

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

Collaborates with internal departments, the general public, external agencies, contractors and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Plans, develops, manages and implements complex sewer maintenance projects from inception through completion.

Manages and oversees the maintenance and replenishment of division supplies, materials and/or other related inventory items.

Collects and analyzes a variety of complex data and information related to sewer maintenance operations and activities; performs statistical analysis and summarizes findings in applicable reports or other communication mediums.

Performs a variety of complex administrative activities within division operations which includes obtaining field data; writing specifications for new equipment and materials; obtaining price quotes and performing other related activities.

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 General Education Diploma (GED) and four (4) years progressively responsible sewer maintenance experience, including four years (4) of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: May require a valid Class D or Class B commercial motor vehicle license. May require TN Grade II Collection System license.

SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles; work scheduling principles; applicable tools and equipment of the trade; sewer construction and maintenance principles, procedures and methods; procedures, materials and equipment involved in the repair, operation and maintenance of sewer infrastructure systems; emergency, routine and preventative maintenance programs; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; basic construction practices; City geography; industry standards and specifications; record-keeping 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; performing mathematical calculations; reading blueprints, schematic drawings and/or construction drawings; 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; supervising the maintenance of a variety of equipment, tools and machinery.

Skill in investigating and resolving potentially hazardous situations; training staff on work methods and procedures; handling multiple tasks simultaneously; analyzing situations, assessing alternative solutions and recommending an effective course of action; preparing and maintaining a variety of reports and records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. 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 encourages both prospective and current employees to discuss potential accommodations with the employer.