

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Manager Stormwater Floodplain**

**Department: Public Works**

**Pay Grade: GS.14E**

**Supervision Received From: Director Land Development**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Civil Engineer 3; Plans Rev.**

**Established: 1/2/25**

**Specialist**

**Revision Date: 4/16/25**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for supervising and interpreting City codes associated with stormwater and floodplain management and for providing technical guidance in the design, review and development of construction plans and documents, as well as solutions to complex engineering problems. Technical expertise in one or more of the following engineering specializations is required: hydraulic engineering, floodplain management, structural design and analysis of buildings, bridges and underground structures, geotechnical engineering and design. Typical duties include: interpreting and enforcing the City's ordinances; examining architectural and civil engineering plans to ensure compliance with relevant ordinances and policies related to Chattanooga's Stormwater Management Program and National Flood Insurance Program, providing Community Concurrence on FEMA documents; overseeing grant projects; and evaluating and supervising staff. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** This 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.)*

Reviews and Designs complex atypical civil engineering projects for public works, ensuring compliance with all applicable codes, laws and regulations, standards, policies and procedures. Public works projects include, but are not limited to, geotechnical and structural design, design and analysis of retaining walls and structures, drainage design, box culverts, box bridges, signalization, and lighting; and any associated document preparation.

Supervise, mentor, tutor, train, and direct junior engineers and technicians in current design methods, procedures and daily assignments. Activities include, but are not limited to, in-house technical seminars, one-on-one training sessions, technical design expertise, and continual monitoring of procedures and processes to optimize individuals' performance and technical output quality.

The floodplain manager is the principal community administrator in the daily implementation of City of Chattanooga's flood loss reduction activities including enforcing the community's flood damage prevention regulations, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

Issue permits for development in the community's floodplain and enforce the requirements of the community Stormwater Management Program and the Flood Damage Prevention regulations. Explain stormwater and floodplain development requirements to community leaders, citizens, and the general public when requested.

Responsible for reading current technical literature, maintaining professional affiliations, and attending workshops and technical training sessions when appropriate.

Communicates with management staff, other employees, developers, engineers, contractors, and external organizations to coordinate activities. Represents the department and/or the City at a variety of meetings, public events, training sessions, and committees.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Prepares of Standard Operating Procedures (SOP) for the overall Stormwater and Floodplain Management Program as well as formally adopting and periodically updating the community Flood Damage Prevention regulations. Provide stormwater and floodplain management guidance related to community drainage improvements, flood protection, floodplain management, mitigation projects and permitted private development.

Function as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others. Coordinate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination. Monitor and coordinate other Federal and State Floodplain Management programs as they relate to Chattanooga.

Review/ issue stormwater and floodplain permit applications for structures within floodplains and inspect development to determine compliance with the community development standards and NFIP requirements.

Disseminate information, data, status reports, and situation reports to the City of Chattanooga Mayor, the Department of Public Works Administrator, the Land Development Office Director, Assistant Director of Site Development, the Regional Planning Association Director, the Office of Emergency Management and other affiliated community or agency representatives who deal with flooding.

Coordinate and conduct damage assessment surveys in post disaster mitigation activities; Conduct an annual review of the FEMA "Repetitive Loss" list to identify properties, located within the community, to verify accuracy and establish priorities for possible mitigation. Provide technical guidance on the various mitigation methods available for citizens of the community

including: acquisition and relocation; elevation; demolish and rebuild; floodproofing; and retrofitting.

Work with the community planning and public works departments on projects and activities that reduce flood damages and respond to Federal and State directives and other pertinent references in order to comply with the Clean Water Act, MS4 permit requirements and the National Flood Insurance Program requirements at the Federal and State levels.

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):

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Engineering, Environmental Science, Biology, Geology, or a related field and five (5) years of progressively responsible experience; or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Valid Driver's License.

Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate preferred, or will obtain and maintain such a Certificate within 2 years of employment.

TDEC Level 1 Fundamentals of Erosion Prevention and Sediment Control required to be obtained within (6) months of employment

TDEC Level 2 Design Principles for Erosion Prevention and Sediment Control for Construction Sites required to be obtained within 1 year of employment

TN Professional Engineer Licensure preferred

#### KNOWLEDGE & SKILLS:

Knowledge of applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and procedures; engineering design standards; customer service principles; civil engineering design principles; construction principles and practices; materials, tools, and methods; basic computer software programs.

Ability to prepare and present clear, concise reports both orally and in writing; read and interpret engineering drawings and specifications.

**PHYSICAL DEMANDS:** Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, 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 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 fumes, odors, dusts, poor ventilation, chemicals, 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.