

CITY OF CHATTANOOGA

Classification Specification Title: OT System Manager (Wastewater)

Department: Wastewater

Pay Grade: WWFG.12E

Supervision Received From: N/A

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 12/1/22

**Revision Dates: 4/2/25;
12/11/23; 10/20/22**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing management and technical work associated with overseeing the planning, directing, organizing, coordinating and communicating of the OT system program. The OT Systems Manager assumes responsibility for operational decision making including managing resources, budgeting and directing a project team. Duties include guiding the direction of the OT program and ensuring program objectives are completed within budget and on schedule. Work is performed with general direction, working from broad goals and policies.

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.)

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages day-to-day activities associated with OT Systems projects which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensures compliance with federal, state and local laws, regulations, codes and/or standards and/or performing other related activities.

Manages day-to-day activities associated with including monitoring project and budgetary performance and compliance with applicable specifications, regulations and laws related to business application, systems and programming; ensures quality and timeliness of work performed and final products by identifying the critical path, identifying risks and making adjustments as needed to meet deadlines.

The Operational Technology (OT) Systems Manager is responsible for overseeing all aspects of the OT portion of Moccasin Bend Environmental Campus, which includes managing a team of employees to ensure projects are completed on time and within their specified budgets. Some of the OT Systems Manager's day-to-day duties include: Setting project goals and coming up with plans to meet those goals; Maintaining project timeframes, budgeting estimates and status reports Managing resources for projects, such as computer equipment and employees; Coordinating project team members and developing schedules and individual responsibilities Implementing OT strategies that deliver projects on schedule and within budget; Using project management tools to track project performance and schedule adherence; Conducting risk assessments for projects; Organizing meetings to discuss project goals and progress.

Plans, prioritizes, delegates, and reviews the work of assigned project staff by establishing schedules and methods for achieving project goals and objectives; reviews work products, makes corrections and coordinates staff training and development efforts.

Develops, plans, and monitors project budgets and is responsible for delivering business and computer system applications within budget estimates, using current business and project management metrics.

Directs and reviews the analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; identifies and mitigates risk, ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Manages project communications; measures and reports schedule performance to project stakeholders.

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

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:

Bachelor's Degree with training emphasis in Computer Science, Information Systems technology or other closely related field, six (6) years previous experience in project management, and three (3) years previous experience in managing a technical team. or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION

Knowledge of management principles and practices; technology development methodologies; problem solving methods; workflow and process analysis methods and enterprise software applications.

Skill in using a computer and related software applications; managing projects; analyzing and integrating technology into existing systems; facilitating meetings; analyzing problems and recommending solutions; managing multiple projects and meeting deadlines; presenting information; resolving and mediating conflict; influencing others; conducting negotiations and 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, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.