

CITY OF CHATTANOOGA

Classification Specification Title: Plant Manager (Wastewater)

Department: Wastewater

Pay Grade: WWFG.12E

Supervision Received From: Director of Operations

FLSA Status: Exempt

Supervisory Responsibility For: Plant Supervisors

Established: 5/24/13

**Revision Dates: 4/9/25;
10/1/22**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing the operation and maintenance of the City's regional 230 MGD wastewater treatment plant, 88 pumping stations, eight combined sewer facilities, 100 ton cryogenic oxygen plant, wet weather storage facilities, and other related facilities. Duties include managing daily operations and maintenance activities; coordinating between staff and other departments, organizations and agencies; developing, implementing and revising policies and procedures; compiling and monitoring statistical data; forecasting and justifying budgetary needs and managing resources. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL: The Plant Manager 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 is trained; ensuring that employees follow policies and procedures.

Maintaining a healthy and safe working environment; making hiring, disciplinary, and termination recommendations.

Responsible for approval of leave/absence requests; accurate reporting and corrections to time entries prior to being submitted to payroll.

Manages the day-to-day operations and maintenance activities of the wastewater treatment plant and associated facilities which includes: developing, 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.

Directs the development of the environmental management system in accordance with ISO 14001 criteria and standards which includes, but is not limited to, developing, implementing, checking, revising and updating procedures, manuals, strategies and operational and related policies.

Makes recommendations to division's budget forecasting, preparation, and administration; prepares cost estimates for budget recommendations; submits justifications for budget items and evaluates, monitors, and controls expenditure requests.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Develops, compiles and monitors operational, administrative and statistical data related to wastewater facilities operations and regulatory requirements; writes and prepares related reports, procedures, and documentation.

Solicits short-term bids from vendors, including the development of specifications and recommending vendor selection.

Coordinates and provides technical expertise and guidance to contractors, ensuring compliance with applicable contract terms and conditions and authorizing contractor payments.

Represents the City and/or the Division at a variety of internal and/or external meetings, public events, training sessions, on committees and/or other related events in order to receive and/or convey information.

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

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 Environmental, Civil, Mechanical, Electrical Engineering or a related field and eight (8) years of progressively responsible experience in a wastewater facility, including three (3) years in a supervisory capacity; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

State of Tennessee Grade IV Wastewater Operator Certification is required or the ability to obtain within twenty-four (24) months of hire date.

A State of Tennessee Grade II Collection System Operator Certification is preferred.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of managerial principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, and procedures; wastewater treatment plant operations; environmental engineering principles; project management principles and practices; contract management principles; advanced mathematical concepts and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and administering budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; coordinating activities with other internal departments and/or external organizations; using a computer and related software applications; developing and implementing policies, procedures and operating strategies; preparing and analyzing statistical data; managing the work of external vendors and contractors; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; 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 reaching, standing, walking, 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, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

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.