

CITY OF CHATTANOOGA

Classification Specification Title: Senior Engineer (Wastewater)

Department: Wastewater

Pay Grade: WWFG.12E

Supervision Received From: Engineering Manager

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revised Dates: 4/4/25;

10/30/24; 9/5/24; 10/03/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing technical guidance in the design and development of construction plans and documents, as well as solutions to complex engineering problems. Technical expertise of the following engineering specializations is required: Hydraulic Engineering including both sanitary and stormwater systems. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Senior Engineer is a stand-alone classification.

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.)

May design complex atypical civil engineering projects for wastewater engineering, ensuring compliance with all applicable codes, laws and regulations, standards, policies and procedures. Wastewater engineering projects include, but are not limited to: drainage design, design and analysis of sanitary sewer collection systems, design and analysis of grinder pumps and STEP systems, design and analysis of pump stations, and any associated document preparation.

May serve as a project manager for some projects, coordinating and scheduling meetings related to engineering projects, participating in construction progress meetings with contractors, architects, engineers, and other applicable parties, reviewing and approving material submittals, requests for information, and pay applications, and performing other duties related general project management as needed.

May respond to requests for information and complaints from the general public; contractors, and developers, and elevates issues to appropriate personnel when appropriate.

Process a variety of documentation associated with departmental operations, per established procedures, and within designated timeframes; distributes documentation and retains records.

Prepare and complete various forms, reports, correspondence, design drawings, preliminary layouts, contract documents, project lists, cost estimates, meeting minutes, work orders, schedules, punch lists or other related documents.

May consult with outside Architects, Electrical Engineers, Mechanical Engineers, Structural Engineers, and other related experts to determine the best methods to use in repair and reconstruction of City Facilities.

Prepares documents as needed to procure services from these firms for completion of needed tasks related to these services.

Makes field visits to: Assess existing conditions and gather information related to the design of infrastructure improvements. Assess needs for collection of field survey data collection related to preparation of construction plans. Monitor construction activities related to infrastructure improvements.

May mentor, tutor, train, and direct junior engineering staff in current design methods and procedures.

Activities include, but are not limited to, in-house technical seminars, one-on-one training sessions, technical design assistance, field training, and continual monitoring of procedures and processes to optimize individuals' performance and technical output quality.

Assist with legal proceedings in which Expert Testimony or Technical Representation or Assistance is required by the Office of the City Engineer. These tasks include legal case preparations, courtroom representation as the City of Chattanooga's Representative, Expert Testimony, and any other necessities associated with legal proceedings.

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

Assist in the procurement and oversight of professional consulting and/or contracting services, which includes: assembling bid documents, preparing specifications, opening bids, evaluating responses to bids, participating in pre-bid meetings, and performing other related activities.

Review and evaluate project documents prepared by outside consulting engineers and architects for accuracy and completeness. Reviews related bid documents, specifications, and related documents before bidding.

Communicate with management staff, other employees, developers, engineers, contractors, and external organizations to coordinate activities.

May implement construction and contract management of City Capital Projects with responsibility for oversight of schedule and budget.

Represent the department and/or the City at a variety of meetings, public events, training sessions, on committees, and/or other related events or groups in order to receive and convey information pertaining to City policy, projects or programs.

May maintain a variety of engineering records and documentation.

May use carry, and answer their cell phone 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.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil Engineering (B.S.C.E.) and minimum of eight (8) years previous experience and training that includes computer-aided design of sanitary sewers, stormwater sewers, and related structures.

Requires experience preparing various construction documents for municipal projects and specialization in one or more of the following: Hydraulics and/or Sanitary/Stormwater Systems Design.

LICENSING AND CERTIFICATIONS:

Professional Engineer License; must be issued in the State of Tennessee

Valid Driver's License

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND 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 involved in the design and construction or repair of roads, highways, and structures; and, land surveying guidelines.

Skill in using a computer and related software applications, such as AutoCAD, Microstation, Eagle Point, ArcView, GIS, Civil Storm or HEC-RAS, spreadsheet, word processing, and presentation software; reading and comprehending a variety of technical plans, drawings, and models; using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; preparing technical documents, preparing and reviewing engineering designs in compliance with applicable standards, interpreting and comprehending applicable laws, ordinances, codes, rules, regulations, policies, and procedures, 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: reaching, standing, walking, fingering, grasping, feeling, 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, and 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.