

CITY OF CHATTANOOGA

Classification Specification Title: Sewer Project Coordinator (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09N

Supervision Received From: Engineering Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/4/25;

10/20/23; 10/03/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as a project coordinator. Duties include coordinating sanitary sewer projects; collecting and reviewing sanitary sewer flow and pump station operation data; ascertaining trends, inflow and infiltration problems, and overseeing and inspecting contractors' work. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Sewer Project Coordinator 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 collect and review sanitary sewer flow data and pump station operation data at multiple sites located throughout the collection system to determine trends, inflow and infiltration problems; analyze situations and make recommendations to resolve problems based on findings.

May oversee and inspect contractor daily field activities to ensure adherence to contract specifications.

Coordinates smoke testing activities conducted by City crews.

May compile and monitor a variety of statistical data related to departmental operations; prepares related research; makes applicable calculations; analyzes trends and prepares and maintains related reports and records.

Prepares, disseminates and maintains a variety of forms, reports, correspondence, maps, cost estimates, schedules, and/or other applicable documents.

May coordinate contracted projects related to sewer cleaning, manhole surveying, and inspection, interceptor sewer inspections, root control, and flow monitoring; investigates project locations; assists with assembling bid documents and reviews bid estimates.

May coordinate environmental management system programs which includes, but is not limited to organizing, monitoring and evaluating program plans, goals and objectives; managing data storage; documenting and implementing revisions.

Providing training and support for team members.

Developing and updating forms and procedures; presenting and communicating program status and progress to management; managing carbon footprint and greenhouse gas programs and creating and maintaining records and document libraries.

Implements energy management program which includes, but is not limited to coordinating, monitoring and evaluating program plans, goals and objectives; managing data storage; documenting and implementing revisions.

Providing training and support for team members; developing and updating forms and procedures; performing annual energy audit updates; monitoring utility usage trends; presenting and communicating program status and progress with management.

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 Construction Management, Engineering or a related field and three (3) years of related construction, engineering or environmental project management experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of contract management principles and practices; wastewater collection system operations; graphic information system (GIS) applications; energy and utility applications; asset and system management practices; principles of fluid mechanics, hydraulics and hydrology and project management principles.

Skill in evaluating, auditing, deducing and assessing data utilizing established criteria; collecting and reviewing sanitary sewer flow and pump station data; assessing energy and utility usage;

identifying trends and/or potential problems; administering and managing contracts; using a computer and related software applications; coordinating project activities; 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 fumes, dust, extreme temperatures, work-space restrictions, 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.