

**City of Chattanooga**  
**Classification Specification Title: Soil Engineering Specialist**

**Department: Public Works**

**Pay Grade: GS.11**

**Supervision Received From: Construction Program Sup.**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/4/25;**

**12/27/24; 10/20/23; 8/02/22**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for ensuring that local construction sites comply with Federal, State and City stormwater laws and regulations through inspection of construction sites; enforcement of design, installation and maintenance of Best Management Practices (BMPs) to control erosion, soil sedimentation and stormwater runoff on construction sites; and communication with developers, citizens and regulatory agencies. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** The Soil Engineering Specialist is a stand-alone classification in the Land Development Office.

**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 approved construction plans to ensure compliance with site development, BMPs to control erosion, soil sedimentation, and stormwater control regulations, policies and procedures. Conducts site visits to monitor compliance with approved site plans; recommends modifications or changes to plans as required to control stormwater runoff, erosion and soil sedimentation.

Analyzes results of investigations and inspections to clarify measures needed to resolve issues related to construction site erosion, soil sedimentation, and stormwater runoff.

Provides information and technical assistance concerning stormwater construction, erosion and soil sedimentation control to ensure timely and accurate communication between the general public (including designers, developers, contractors and property owners) and internal departments, applicable Boards and Commissions, external agencies and/or other interested parties to review work, exchange information and resolve problems.

Prepares and issues written warnings, cease and desist orders and notices of violations; recommends civil penalties; conducts follow-up operations to ensure rulings are enforced; testifies in court cases or before Boards and elected officials.

Compiles reports of site visits and inspections, enforcement actions and related activities for review by management and/or applicable external agencies.

Enters site data, inspection reports, and other applicable items into applicable automated systems.

Plans, schedules, and participates in community outreach and education activities.

Responds to questions and complaints regarding stormwater construction from the community, developers, contractors, City staff, elected officials, and/or other interested parties.

Represents the City in dealing with contractors, developers, engineers, architects, surveyors, and the general public on issues related to water quality emanating from construction sites.

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 Civil Engineering, Soil Science, Geology, or a related field and four (4) years of experience in the inspection, design, installation or supervision of the installation and maintenance of erosion, sediment, and stormwater management controls on construction sites or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License; State of Tennessee Erosion Prevention Sediment Control Certificate Level 1 within six (6) months of hire.

Must be able to obtain Special Police Commission Certification(s) within one (1) year of hire.

SUPPLEMENTAL INFORMATION

Knowledge of the principles and practices of erosion and sediment controls; of stabilization and structural practices for controlling stormwater discharges and keeping sediment on construction sites; engineering technology needed to plan, install and determine best practices and controls for preventing erosion and managing sediment at construction sites; of temporary and permanent of BMPs (Best Management Practices); soil properties; inspection procedures, applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures and customer service.

Skill in reading and interpreting engineering site plans, erosion and soil sedimentation control plans and specifications, and other related construction drawings, documents and reports; applying engineering technology to erosion and soil sedimentation control to analyze inspection results and determine appropriate action; providing customer service; speaking in public;

preparing education and outreach materials; report writing; making mathematical and statistical calculations; 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, 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, 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 encourage both prospective and current employees to discuss potential accommodations with the employer.