

CITY OF CHATTANOOGA

Classification Specification Title: Stormwater Landscape Project Coordinator

Department: Public Works

Pay Grade: GS.10

Supervision Received From: Water Quality Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 2/28/24

**Revision Dates: 4/4/25;
12/27/24**

CLASSIFICATION SUMMARY:

Responsible for ensuring that City-owned projects, such as Stormwater Control Measures (SCMs) and new and restored city parks and landscapes, are designed and installed to function effectively and efficiently for the long-term. This is accomplished via plans review, inspection and monitoring of projects, tracking warranties, documenting damages to City landscapes, and inspecting SCMs. This position collaborates with the Natural Resources team in Parks and Outdoors, the Stormwater Resources and Engineering staff in Public Works, and the Land Development Office – ensuring a collaborative approach to responsible, ecologically-sound land use and management.

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.)

Coordinate with appropriate contacts for landscape designs on City projects.

Helps draft and/or approve long term maintenance plans for green infrastructure SCMs for new City sites.

Oversees internal and contracted maintenance of city stormwater detention ponds, including writing work orders and scopes of work.

Coordinates in conjunction with the Land Development Office Landscape Architect for plans review of all City projects for sustainable natural resource management practices.

Coordinates with City project managers and inspectors to approve the delivery, installation, and warranty of landscapes materials on City projects. Enforces warranties and replacements for new installations. Assists in assuring specifications are met, especially as they relate to the landscaping.

Performs post-construction inspections of both privately owned and City owned/maintained Stormwater Control Measures (SCMs). Collaborates with Natural Resources to make restoration/retrofit plans for outdated or failing City SCMs or landscapes and oversees the installation/retrofitting of the site/practice.

Enforces City ordinances and inspection and maintenance agreements for private sites in order to maintain compliance with stormwater regulations.

Performs inspections of other City-owned/maintained natural resources, including water quality buffers and stream restoration plantings while monitoring the effectiveness of the landscape for water quality treatment.

Documents damages to City landscapes, pursues recuperative action, and manages cases.

May perform maintenance or train others to do so, especially in regards to plant identification and care, under the guidance of the City Natural Resources Division.

Acts as an in-house expert on vegetation establishment, land management, and waterway protection. During new City-owned construction projects, provides these complimentary skills alongside Construction Engineering.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, and other programs.

Communicates with supervisor, employees, other departments, city/state officials, business leaders, engineers, consultants, contractors, vendors, service providers, the public, outside agencies, and other individuals as needed to coordinate work activities, review the status of work, exchange information or resolve problems.

Attends and participates in meetings with employees, department/City personnel, contractors, vendors or others as appropriate.

Maintains comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the stormwater and horticultural professions; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Uses, carries, and answers 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.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

B.S. in Biology, Environmental Science, Horticulture, Botany, Forestry, Landscape Architecture, or related field and four (4) years experience working directly with native plant/tree identification, care, and best practices for planting, installation, and design, and/or eradication of invasive species or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Required

Valid Class D Driver's License

Stormwater Control Measure Inspection and Maintenance Certification within one (1) year of hire.

Able to obtain special police commission

State of Tennessee Erosion Prevention Sediment Control Certificate Level 1 within six (6) months of hire.

Preferred

ISO Arborist Certification is preferred

Wetland Delineation

Green Infrastructure certification from the National Green Infrastructure Certification Program, Center for Watershed Protection Clean Water Certificate, or other similar program

Membership in American Horticulture Society, American Society for Horticultural Science, American Nursery and Landscape Association, Professional Grounds Management Society, Professional Landcare Network or other relevant professional organization

KNOWLEDGE & SKILLS:

Knowledge of natural resource and land management; landscape maintenance principles and practices; native plant and invasive plant species; wetland delineation; applicable tools and equipment of the trade; work scheduling principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; City geography; industry standards and specifications; recordkeeping principles and budgeting principles.

Skill in managing projects; identify plants of Eastern North America including native, non-native, common landscape plants and cultivars; monitoring and evaluating the work of contractors; prioritizing and scheduling work; utilizing applicable tools and equipment; interpreting and applying applicable laws, codes, rules, regulations, policies, and procedures; interpreting a variety of technical plans, drawings and/or other related documents; analyzing and making appropriate recommendations on natural resource and green infrastructure problems; invasive removal techniques; contractor management; conflict de escalation skills; inventorying

and purchasing materials, equipment, supplies; handling multiple tasks simultaneously; training staff on work methods and procedures; preparing and maintaining a variety of reports and records; 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: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures and intense noises.

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.