

CITY OF CHATTANOOGA

Classification Specification Title: Waste Resources Maintenance Manager (Wastewater)

Department: Wastewater

Pay Grade: WWFG.12E

Supervision Received From: Assistant Director Maintenance

FLSA Status: Exempt

Supervisory Responsibility For: Crew Leader, Chief Maint.

Established: 2/07/12

Mechanic; Eng. Coord., SCADA Spec.

Revision Dates: 4/4/25;

10/20/23; 10/3/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, implementing and managing the work associated with the maintenance and reliability of the Waste Resources Division facilities, including the regional wastewater treatment plant, the sanitary and storm-water pump stations, force mains, landfill pump stations, and combined sewer overflow treatment facilities. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Waste Resources Maintenance 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.)

May supervise division 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, termination and disciplinary recommendations. Supervises and participates in the implementation of Waste Resources Division activities which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards.

Plan and implement mechanical, electrical and instrumentation maintenance activities, developing work plans that ensure compliance with applicable regulations for all Waste Resources Division facilities; determine equipment criticalities and develop maintenance planning based on reliability principles and practices.

Develop and implement predictive, preventive and other maintenance programs for all equipment; researches and analyzes equipment performance, defects, failures to recommend design modifications and improvements in maintenance methods and techniques; evaluates the

impact of changes made to design and maintenance procedures on applicable systems and equipment.

Collaborate and coordinate with engineers, contractors, internal departments, operations supervisors and/or other interested parties regarding facility maintenance needs, process improvements, standard procedures and performance measures, recommendations for improvements in maintenance methods and techniques, acceptance and start-up of new equipment and development of standardization.

Compile, monitor, and analyze various administrative and statistical data related to division maintenance and equipment; reviews and analyzes related logs, datasheets, and graphs. Prepares specifications for equipment purchases and contract work.

Prepare, process and maintain a variety of documentation, records, and reports associated with division maintenance.

Participate in developing and administering the division budget.

Participate in a variety of meetings, committees, task forces and/or other related groups in order to receive and convey information.

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 Industrial, Electrical, Mechanical, Civil, Environmental or Chemical Engineering and five (5) years of progressive experience in industrial or mechanical maintenance, reliability maintenance, and industrial machinery operations and installation; supplemented by three (3) years of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License. Certified Maintenance and Reliability Professional (CMRP) from the Society of Maintenance and Reliability Professionals must be obtained within six (6) months of employment.

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; construction and industrial engineering principles;

mechanical engineering principles; predictive maintenance technology; methods, materials, tools and equipment used in the operation, maintenance, repair, and installation of wastewater collection and treatment systems and facilities; safe work methods and safety practices pertaining to the work; wastewater collection systems; water treatment plant design and operations; industrial or manufacturing production unit processes; budgeting principles and cost analysis techniques; database management and quality control; mathematical and descriptive statistics concepts; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; current wastewater treatment principles and practices; safety and public health rules, codes and regulations pertaining to the work; mechanical, electronic, electrical and hydraulic principles as they relate to the operation of wastewater collection and treatment systems; operation of preliminary, primary, secondary, and tertiary treatment systems; activated sludge plants, odor control and solids handling systems, and chemical feed systems and water reclamation methods. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing and maintaining a variety of accurate written and computerized records and reports pertaining to the work; reading and interpreting plans, blueprints, maps, specifications and manuals; analyzing statistical data and specifications to determine standards and establish reliability objectives; identifying and implementing effective courses of action to meet reliability objectives and equipment maintenance; coordinating equipment maintenance with those of other departments and/or external agencies; estimating labor, material and equipment needs; interpreting plant piping and collection system diagrams; interpreting process control tests and directing the adjustment of plant operations accordingly; wastewater plant equipment system analysis; inspecting plant facilities and recognizing inefficient, unusual and/or dangerous operating conditions; making presentations; maintaining adequate stock levels and requisitioning materials and supplies; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. Strong verbal and written communication skills; Capability to professionally deal with changing priorities and requirements; Expertise and proficiency with basic office computer software, and the ability to learn how to effectively use maintenance software to input data and research parts; Skill in using a computer and related software applications such as Google Workspace Software; Experience in using Microsoft Office software such as Excel and Word; Experience in utilizing Computerized Maintenance Management Software (CMMS); Providing customer service; 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.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, 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 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, inadequate lighting, workspace restrictions, intense noises, and travel.

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.