

CITY OF CHATTANOOGA

Classification Title: Water Quality Supervisor

Department: Public Works

Pay Grade: GS.12

Supervision Received From: Manager, Water Quality

FLSA Status: Exempt

Supervisory Responsibility For: Water Quality

Established: 6/29/07

Specialists 1 and 2, and Water Quality Technicians

Revised Dates: 4/4/25;

10/20/23; 1/12/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising and participating in the implementation and monitoring of the watershed management program. Duties include: supervising staff, monitoring budgets, pursuing grants, developing monitoring plans, analyzing field data, and preparing required reports. Work is performed with general supervision.

SERIES LEVEL: The Water Quality Supervisor is a stand alone position in the Water Quality Group.

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.)

Supervises lower level water quality 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; and, making hiring, termination, and disciplinary recommendations.

Assists with budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Identifies and pursues grant opportunities, which includes writing grants and completing related applications.

Develops water quality monitoring plans, including watershed monitoring, industrial monitoring, illicit discharge detection and elimination, stream inspections, and post-development monitoring.

Supervises water quality sampling, wet weather, baseline, industrial sampling, and illicit discharge detection and elimination activities, ensuring the City meets applicable Federal, State, and Local sampling and monitoring requirements.

Analyzes field data collected from the monitoring program to identify trends, determine compliance and guide additional sampling, determine stream health, determine causes of fish kills and pollution events, and to develop programs to ensure a sound watershed program.

Performs a variety of research, makes applicable calculations, and prepares a variety of administrative and statistical reports related to water quality issues; maintains related records and reports.

Prepares a variety of Federal, State, and Local legally-mandated reports.

Supervises the enforcement of City stormwater ordinances, inspections, investigations, and monitoring for the welfare, protection, and safety of citizens and property and ensures compliance with applicable regulations.

Ensures compliance with applicable codes, ordinances, laws, rules, regulations, standards, policies, and procedures; initiates corrective actions to eliminate deviations or violations.

Ensures adherence to applicable safety procedures.

Develops in-house training programs for lower level water quality staff.

Coordinates community education and outreach activities with applicable external agencies to increase public awareness of watershed issues and management.

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.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Biology, Chemistry, or a related field and five years progressively responsible experience in water sampling and environmental monitoring.

LICENSING AND CERTIFICATIONS: Valid Driver's License. Erosion and Sediment Control and HazMat Certifications.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; budgeting principles; water sampling techniques; environmental monitoring principles and practices; chemistry principles; biology principles; erosion and sediment control principles; applicable Federal, State, and Local laws, ordinances, codes rules, regulations, policies, and procedures; water quality monitoring principles and practices; program management principles; and, mathematical and statistical principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; performing mathematical and statistical calculations; analyzing and interpreting a variety of water quality data and information.

Preparing a variety of reports; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; developing and monitoring budgets; conducting environmental monitoring; analyzing water samples; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; managing a water quality program; and, communication, 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, pushing, pulling, lifting, 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 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, poor ventilation, chemicals, extreme temperatures, 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.