

Exhibit A

TRANSPORTATION CHIEF ENGINEER/ASSISTANT DIRECTOR

CLASS NUMBER: 11123

GRADE: OR11

EEO CATEGORY: Officials/Administrators
Mgt.

FLSA: Top-Level

JOB OBJECTIVE

Performs administrative and managerial duties involved in overseeing a major division of the Department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs departmental managerial duties.

- Assists with developing departmental policies, procedures, rules, regulations, and work methods.

- Assists with preparing the annual operating budget.

- Coordinates and preplans emergencies with departmental personnel and various governmental departments/agencies.

- Attends meetings with public officials and citizens groups to enlist their cooperation and to explain various functions.

- Has the ability to attend meetings at various times and locations as required.

Directs, plans, and coordinates activities within an assigned division.

- Evaluates operating procedures and makes recommendations for improvement.

- Formulates long and short-range goals and objectives for better operating efficiency.

- Oversees the administration of the divisional budget.

- Formulates or directs the preparation of reports.

- Prepares and transmits communications, instructions, and policies to subordinates.

- Evaluates staff procedures on a continuous basis; recommends and implements improvements where necessary.

- Interprets rules, policies, and procedures for staff members.

Performs administrative operations of complex engineering functions.

- Develops standards, criteria, policies, and overall long-range plans for multimodal/transportation systems.

- Oversees the preparation and responsible for the Capital Improvements Budget.

- Interprets and enforces local, state, and federal regulations affecting municipal projects.

- Reviews all federal grant applications.

- May oversee any grant monies received.

- Reviews and recommends solutions to complex engineering design problems or system modifications.

- May confer with contractors on project progress.

May oversee field construction inspections.
Provides advice and problem-solving expertise on difficult, novel, and new transportation related engineering problems.
Serves as the recognized specialist in transportation mobility.
Performs supervisory duties.
Administers personnel policies and makes recommendations for disciplinary action.
Assigns and reviews work.
Evaluates employee performance.
Counsels with and corrects employees as needed.
Approves leave requests.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises all employees within a division either directly or indirectly.

Employee receives direction and works under broad administrative guidance, with latitude for making decisions on all daily operations under the direction of the Transportation Director, who informs the Chief Engineer/Assistant Director of overall goals and objectives for the Department and his/her role in achieving those goals. Employee is expected to be an effective problem-solver and administrator.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts, which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Engineering from an accredited college or university and ten (10) years of progressively responsible post degree engineering experience, including professional experience of at least five (5) years as a licensed Professional Engineer and five (5) years management experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of the current practices used in the areas of multimodal system planning, municipal street and bridge construction, and related systems.
Thorough knowledge of local, state, and federal regulations affecting municipal projects.
Thorough knowledge of engineering terminology, principles, and theories.
Thorough knowledge of legal terminology used in construction documents.
Thorough knowledge of estimating and surveying procedures.

Thorough knowledge of construction contract administration.
Thorough knowledge of supervisory and management practices.
Working knowledge of environmental engineering and the practical application of theory.
Working knowledge of planning, forecasting, and budgeting techniques.
Working knowledge of smart city practices.
Working knowledge of Civil Service and departmental rules, policies, and procedures.
Skill in the use of engineering instruments and equipment.
Skill in setting goals.
Ability to perform complex problem analysis.
Ability to analyze difficult engineering data.
Ability to read and interpret engineering plans and specifications.
Ability to perform cost/benefit, usage and other kinds of analyses.
Ability to evaluate partnership grant and other funding source for project delivery.
Ability to make recommendations involving system planning, engineering design and construction.
Ability to make accurate engineering computations.
Ability to direct and coordinate the work of engineering personnel.
Ability to oversee municipal projects from conception to completion.
Ability to deal with the public.
Ability to write detailed reports.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License

A Professional Engineering License from any state is required to apply for this position; however, the Tennessee Professional Engineering License must be obtained prior to completion of the probationary period.

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Exhibit B

TRANSPORTATION DIRECTOR

CLASS NUMBER: 11122
EEO CATEGORY: Officials and Administrators
Mgt.

GRADE: DP03
FLSA: Top-Level

JOB OBJECTIVE

Directs and performs the administrative and supervisory duties involved in overseeing all administrative, engineering, project development, parking, and program administration activities of the Department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Directs all activities in the department.

Develops short- and long-range plans to meet the community needs.

Prepares and justifies the budget for the department.

Coordinates the funding of projects from various Local, State, and Federal sources.

Consults with the Mayor, the Metropolitan Council and other officials concerning transportation and mobility infrastructure issues.

Prepares or directs the preparation of administrative reports.

Develops departmental policies, procedures, rules, regulations, and work methods.

Coordinates and oversees the preparation of the departmental budget.

Preplans emergencies with departmental personnel and various governmental departments/agencies.

Attends meetings with public officials and citizens groups to enlist their cooperation and to explain various functions.

Have the ability to travel and attend meetings at various time and locations as required.

Evaluates operating procedures and makes recommendations for improvement.

Directs the preparation of reports.

Evaluates staff procedures on a continuous basis and implements improvements where necessary.

Interprets rules, policies, and procedures for staff members.

Administers personnel policies.

Assigns and reviews work.

Evaluates employee performance.

Counsels with and disciplines employees as needed.

Approves leave requests.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Employee directly supervises Assistant Directors of the Department and has indirect supervisory responsibility over all employees in the Department.

Employee receives general direction from the Mayor, who sets the overall goals for the Metropolitan Government and the role the Department plays in meeting those goals. This class exercises discretion and judgment and has a high level of personal accountability.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's degree in Business, Public Administration, Urban Planning, Engineering, or related field and shall have had at least ten (10) years' experience in industry, municipal, or transportation.

More specific education, experience or certification requirements may be included in the positions announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of the current practices used in the areas of multimodal system planning, municipal street and bridge construction, and related systems.

Thorough knowledge of local, state, and federal regulations affecting municipal projects.

Thorough knowledge of engineering terminology, principles, and theories.

Thorough knowledge of legal terminology used in construction documents.

Thorough knowledge of estimating and surveying procedures.

Thorough knowledge of construction contract administration.

Thorough knowledge of supervisory and management practices.

Working knowledge of environmental engineering and the practical application of theory.

Working knowledge of planning, forecasting, and budgeting techniques.

Working knowledge of smart city practices.

Working knowledge of Civil Service and departmental rules, policies, and procedures.

Skill in the use of engineering instruments and equipment.

Skill in setting goals.

Ability to perform complex problem analysis.

Ability to analyze difficult engineering data.

Ability to read and interpret engineering plans and specifications.

Ability to perform cost/benefit, usage and other kinds of analyses.

Ability to evaluate partnership grant and other funding source for project delivery.

Ability to make recommendations involving system planning, engineering design and construction.

Ability to make accurate engineering computations.

Ability to direct and coordinate the work of engineering personnel.
Ability to oversee municipal projects from conception to completion.
Ability to deal with the public.
Ability to write detailed reports.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

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Exhibit C

PLANNING DEPUTY EXECUTIVE DIRECTOR

CLASS NUMBER: 11119

GRADE: OR13

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

Directs and performs administrative and management duties involved in the daily operations of the department as assigned by the Appointing Authority. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Directs, manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Oversees updates to the General Plan, land-use, zoning, transportation, and housing studies as assigned.

Oversees implementation and/or maintenance of all community planning objectives.

Develops analyses and recommends policies regarding current physical, social, economic, and community development.

Reviews development proposals for compliance with various development regulations and principles and practices of effective planning and land use.

Consults with developers, contractors, and the general public about planning-related issues.

Oversees collection, organization, and maintenance of social, economic, and census data for use in technical studies and reports.

Oversees and participates in studies and collection of data.

Presents findings and recommendations to appropriate parties.

Recommends policy changes and/or develops and implements new policies and procedures as needed.

Coordinates activities within the Planning Department and/or with other Metropolitan departments.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement.

Attends meetings and provides staff support to commissions, committees, and task forces, as needed.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects.

Confers with the Mayor's Office, members of Council, and other officials and administrators concerning activities and services of the department. Acts on behalf of the Planning Executive Director in his/her absence.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Directly supervises top-level managers and has general supervisory responsibility over all employees in the department.

Receives general direction from the Appointing Authority, who informs the Deputy Director of the overall goals and/or special projects for the department in meeting those goals. Exercises discretion and judgment and has a high level of personal accountability.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and ten (10) years of planning experience, including three (3) years of senior level management experience.

OR

Master's Degree in Planning or a related field from an accredited college or university and eight (8) years of planning experience, including three (3) years of senior level management experience.

PERFORMANCE STANDARDS

Thorough knowledge of the principles, practices, and trends in community and urban planning.

Thorough knowledge of federal, state, and local regulations pertaining to community development and capital improvements.

Thorough knowledge of Civil Service and departmental rules, policies, and procedures.

Thorough knowledge of supervisory and management principles and practices.

Skill in collecting and/or analyzing data.

Skill in working with the public.

Ability to analyze studies and make recommendations.

Ability to direct and review the work of others.

Ability to develop, implement, and/or modify policies and procedures.

Ability to read and interpret complex materials.

LICENSES REQUIRED

None

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Exhibit D

SAFETY ADMINISTRATOR

CLASS NUMBER: 11120

GRADE: OR07

EEO CATEGORY: Officials/Administrators
Mgt.

FLSA: Top-Level

JOB OBJECTIVE

The Safety Administrator manages the city’s Occupational Safety Program and Injury-on-Duty (“IOD”) Program within the Human Resources Department. This position administrates all aspects of the programs including but not limited to policy and procedure development, vendor management, occupational injury claims administration, cost analysis, employee communications, and return to work programs. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Functions as the primary point of contact for Metro’s Safety and Injury-on-Duty programs.
- Functions as the primary point of contact for and ensures Metro-wide compliance with Civil Service Rules, Benefit Board Rules, Occupation Safety and Health Administration (OSHA) / Tennessee Occupational Safety and Health Administration (TOSHA), and other related federal and state statutes.
- Oversees vendors providing IOD services related to occupational medicine delivery, third-party claims administration, medical and vocational case management.
- Develops and implements policies and procedures relating to Safety and the IOD.
- Integrates IOD and Safety objectives with Metro’s long- and short-term goals.
- Assists preparing budget recommendations for the IOD and Occupational Health and Safety Programs.
- Performs data analytics related to IOD and Safety program performance.
- Develops and oversees a Metro-wide return to work program for IOD employees.
- Manages the drug and alcohol testing program.
- Performs special projects as assigned.
- Acts as a liaison between Human Resources, injured employees, managers/supervisors, safety managers, third party administrator, and the Civil Service Commission and Benefit Board.
- Acts as a subject matter resource for departmental Safety personnel.
- Audits health and safety programs throughout Metro departments.
- Assists departmental Safety Managers with safety education and training.
- Counsels managers, supervisors, and line employees regarding IOD and Safety-related policies, procedures, rules, laws, and regulations.
- Approves or denies requests for extended medical and/or vocational case management.
- Supervises Human Resources Safety staff.

Manages Human Resources safety staff that coordinates and performs safety inspections, conducts safety training, and investigates accidents.

Initiates periodic and follow-up workplace inspections at Metro facilities and work sites; makes recommendations to correct hazard(s) or exposure(s) observed; initiates investigation(s) required by complaints/concerns submitted by employees.

Supports vendors and departmental safety staff related to accident investigation, medical treatment, benefit delivery, and return-to-work.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises Safety staff in the Department of Human Resources.

Receives general direction and reports to the department head who establishes short- and long-range goals for the IOD and Safety program and is consulted on all extraordinarily complex issues or on matters requiring a change in Metro policy; also receives general direction from the Metro Safety Advisory Board.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and six (6) years of professional Occupational Health and Safety experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of Metro IOD Civil Service or Benefit Board provisions, Charter requirements, and related practices and procedures.

Thorough knowledge of Metro IOD benefit administration practices, OSHA/TOSHA compliance, Tennessee workers' compensation laws, regulations and trends.

Knowledge of management principles and practices.
Knowledge of budgeting procedures.
Skill in problem-solving, conflict resolution, and decision making.
Skill in interpreting, explaining and applying pertinent laws, rules, regulations, policies, guidelines.
Ability to plan, organize and coordinate activities of employees and/or programs and services.
Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.
Ability to maintain confidential and sensitive information.
Ability to conduct effective studies, surveys and analyses.
Ability to communicate ideas effectively, both orally and in writing.
Ability to implement program changes in an effective manner.
Ability to establish and administer comprehensive IOD and employee safety programs.
Ability to draw conclusions from large amounts of data.
Ability to comprehend abstract concepts and to apply them to work situations.
Ability to coordinate multiple operating systems into a functioning whole.
Ability to deal courteously with the public.
Ability to manage multiple vendors to effect cost reductions and enhance benefit delivery.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid driver's license

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VETERANS SERVICE SUPERVISOR

CLASS NUMBER: 11121

GRADE: OR05

EEO CATEGORY: Officials and Administrators

FLSA: Exempt (A)

JOB OBJECTIVE

Performs administrative and supervisory duties involved in overseeing the Nashville Veterans Service Office. The Veterans Service Office advises veterans who are residents of Nashville and Davidson County and their eligible dependents of all rights, privileges, immunities, and benefits to which they may be entitled, and aids in obtaining those benefits, including employment opportunities.

Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Supervise Veterans Service Office employees

- Assigns and reviews work

- Evaluates and reviews employee performance

- Interprets rules, policies, and procedures for staff members

- Approves leave requests

- Counsels with and corrects employees as needed

- Trains employees as needed

Oversees administrative duties for the Metro Nashville Veteran Service Office (VSO)

- Designs programs to address the needs of veterans, individuals and/or groups

- Determines methods of operation and/or resources needed for VSO programs

- Monitors and adjusts the programs as needed

- Establishes, implements, and modifies policies and procedures within established guidelines

- Plans, implements, and evaluates services provided in VSO programs

- Maintains accurate records of the VSO Office

- Write letters and/or statistical/analytical reports

- Attends and/or chairs meetings and workshops as needed

- Counsels and advises claimants as to their rights and due process

- Reviews decisions made by the Veterans Administration and other government agencies

- Prepares and submits rebuttals and supporting documents to the Veterans Administration and/or other governmental agencies for consideration

Prepares for and assists veterans in hearings
Serves as liaison between the claimant, Veteran Service Organization and the Chapter or Post Service Officer and the Veterans Administration, when appropriate
Visits veterans and their dependents in hospitals, nursing homes, and residences to counsel and file claims as necessary
Prepares and maintains standard records and reports

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises all personnel assigned to Metro Nashville Veterans Service Office

Receives direction from and reports to management-level supervisor, who assists with any exceptionally difficult or unusual problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Typically, the incumbent will be mostly sedentary in an office, under a moderate temperature and favorable working conditions. However, while performing the duties of this job, the incumbent is routinely exposed to outside weather conditions while commuting to frequent meetings. The noise level in the work environment is usually moderate. While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a bachelor's degree and some professional experience in an administrative or technical field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

All veterans service officers shall be honorably discharged veterans of the United States armed forces. (TCA58-3-111(c)).

PERFORMANCE STANDARDS

Knowledge of Federal, State, and local rules and regulations applicable to veterans' rights and benefit programs.

Knowledge of problem-solving assessment and techniques used to clarify or resolve discrepancies between regulatory guidelines and claims and supportive evidence.
Knowledge of Veteran Administration's claims and appeals practices and procedures.
Ability to use basic personal computer applications.
Ability to perform crisis intervention.
Ability to understand, interpret and apply complex laws and regulations on the rights and benefits of consumers.
Ability to analyze and evaluate situations, reaching sound conclusions, and make appropriate recommendations.
Ability to work effectively with minimal supervision.
Ability to prepare clear, concise correspondence and maintain records.
Ability to establish and maintain cooperative relationships with the public, other departments, and other groups and organizations.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.
Accreditation by the United States Department of Veterans Affairs.

Failure to maintain accreditation by the United States Department of Veterans Affairs could result in disciplinary action up to and including termination of employment.

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