

AUTOMOTIVE MECHANIC 2

CLASS NUMBER: 11441
EEO CATEGORY: Skilled Craft Workers

GRADE: TR08
FLSA: Non-Exempt

JOB OBJECTIVE

Performs skilled repair and maintenance work on light duty motor vehicles, automobiles and trucks with a Gross Vehicle Weight Rating (GVWR) of 19,900 or less, and related equipment. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Inspects, diagnoses, and repairs mechanical defects and system discrepancies in motor vehicles and related equipment in accordance with manufacturer standards.

- Maintains gasoline and diesel engines, transmissions, hydraulic systems, air conditioning, electrical, and other automotive systems.

- Repairs or replaces worn or defective parts.

- Performs emissions tests.

- Road tests vehicles before and after repairs.

- Performs brake lathe and tire balancing tasks.

Ensures that proper service is maintained.

- Completes work orders on every vehicle repaired.

- Transports motor vehicles to dealerships for specialized maintenance or warranty repairs.

- Maintains tools, equipment, and shop area in a clean and orderly manner.

- Acquires parts from stock room staff.

May perform various lead duties.

- Trains employees and reviews their work as assigned.

- Assists in evaluating employee performance.

Observes all safety rules and regulations.

Attends seminars and training as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead and train Automotive Mechanic 1's, Equipment Servicers, and other less senior employees.

Receives general supervision and typically reports to Automotive Mechanic Leader, Automotive Shop Supervisor or designee, who distributes and reviews work assignments and is consulted on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves moderate risks or discomforts associated with vehicle/equipment maintenance. These include working in indoor and outdoor environments to include extreme temperatures, working around potentially dangerous equipment, moving parts, carts, or machines, working around grease and oil, etc. The work area is adequately lighted, heated, and ventilated.

Work of this classification requires physical exertion such as: frequently lifting objects up to 25 pounds; occasional lifting heavy objects from 26 to 50 pounds yet seldom from 51 to 100 pounds; occasional crawling, frequent standing, walking, sitting, listening, talking, use of hands, driving, bending, climbing, squatting, push/pull seated and standing, and reaching above shoulder level. The incumbent may be exposed to a variety of irritant chemicals, lubricants, and exhaust fumes. Accordingly, employees are required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields and to take other precautions as necessary to minimize risks of personal injury.

EQUIPMENT USED

Pneumatic and Hand Tools, Hydraulic Lifts and Jacks, Welding Equipment, Brake Lathe, Tire Balancer, Hydraulic and Drill Press, Gauges, Diagnostic Equipment, and Related Repair Equipment

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma and one (1) year of experience repairing light duty motor vehicles and related equipment.

More specific degree and experience requirements may be included in departmental announcements of specific positions as vacancies occur.

TO BE ELIGIBLE FOR TARGETING

One (1) year experience as an Automotive Mechanic 1
2.0 or higher performance evaluation with no disciplinary action in the previous year
Must have demonstrated ability to diagnose and correct automotive/equipment problems
Must have obtained two (2) Automotive A.S.E. Certifications

PERFORMANCE STANDARDS

Knowledge of the techniques and methods used in the repair and maintenance of light duty motor vehicles.

Knowledge of the tools and equipment used in the servicing of light duty motor vehicles.

Knowledge of the techniques and methods used in the repair and maintenance of light duty motor vehicles.

Knowledge of the basic theory, operation, and maintenance of internal combustion engines (gasoline or diesel), transmissions, carburetors, fuel injection, and other automotive systems.

Knowledge of departmental policies and procedures.

Knowledge of occupational hazards and preventive safety measures.

Skill in set up, operation, analyzing data and diagnosing both manual and automated sophisticated diagnostic equipment.

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Ability to diagnose mechanical problems and determine appropriate maintenance and repair work, using manufacturer shop manuals, schematics and wiring diagrams.

Ability to effectively use and operate hand and air tools, brake lathe, and related automotive repair tools.

Ability to correct automotive and/or equipment problems.

Ability to install, operate, analyze data and maintain diagnostic equipment.

Ability to use hand and pneumatic tools, brake lathe, and related repair equipment.

Ability to instruct and train less experienced mechanics.

Ability to complete accurate work orders and parts requests.

Ability to comprehend road maps and manuals.

Ability to lead or train employees.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver's License

Any two (2) Automotive A.S.E. Certifications

ADDITIONAL REQUIREMENT

Positions in the Department of General Services:

Employee must furnish proper tools to perform the job.

NOTE ON TARGETED CLASSIFICATION:

Employees in this classification shall be automatically upgraded to the next level in this classification series, Automotive Mechanic – Certified, provided all criteria of Policy 5.6 B-I, Upgrades for Targeted Classifications are met.

Date Approved: 04/20/2026

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BEHAVIORAL HEALTH COUNSELOR 2

CLASS NUMBER: 11457
EEO CATEGORY: Professionals

GRADE: OR06
FLSA: Exempt (P)

JOB OBJECTIVE

Performs professional duties involved in providing counseling, education and advocacy for public safety employees and/or victims of crime and their family members during and following crisis situations and provides support and follow up information after an incident or potential traumatic event. Handles more complex cases. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Provides counseling assistance as needed.

Counsels public safety employees, their families or victims of crime and their families following crises.

Refers individual and family members to appropriate agencies.

Develops treatment plans with behavioral and clinical objectives.

Conducts periodic follow up counseling as needed.

May provide counseling to the public, including victims, witnesses and/or their families following traumatic events.

Instructs individuals as to techniques involved in crisis recovery, stress management and wellness for the handling of emotionally or psychologically distressing events.

Keeps abreast of current techniques and procedures used in handling crisis situations.

Provides 24/7 on-call coverage in the team rotation, responding to a variety of settings.

Performs administrative duties.

Serves as an advocate and provides information on internal and external support services.

May speak to professional and other community groups.

Writes detailed reports and maintains confidential records.

Acts as a liaison between the department and local mental health agencies and hospitals.

May lead or train new or less experienced Behavioral Health Counselors.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead or train new or less experienced Behavioral Health Counselors.

Receives direction and reports to a Behavioral Health Counseling Supervisor or other designated supervisor who assists with any complex or unusual problems.

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.

Employees work under stressful conditions when counseling individuals affected by a crisis.

Employees may be required to be on an on-call rotation to respond to crises events.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Master's degree in a field of Behavioral Science, such as Psychology, Social Work, Counseling, or a related field from an accredited college or university and four (4) years of clinical counseling experience in a mental health related setting.

No Substitution

Some positions may require experience providing counseling services to first responders or other public safety personnel.

PERFORMANCE STANDARDS

Knowledge of departmental rules, policies, and procedures.

Knowledge of counseling principles and techniques.

Knowledge of policies and procedures used by local mental health agencies and hospitals.

May require knowledge of legal procedures regarding crimes against individuals.

Skilled in conflict resolution.

Skilled in public speaking.

Skill in technical writing related to behavioral health reporting.

Ability to maintain confidential records and prepare detailed reports.

Ability to develop treatment plans with behavioral and situational objectives.

Ability to assess a wide range of needs and problems related to crisis situations.

Ability to establish a therapeutic relationship with employees and their families.

Ability to operate a vehicle in a safe and cautious manner at all times, obeying safety policies as well as all local and state laws.

Ability to work calmly and effectively in stressful situations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to deal effectively with impaired individuals.

LICENSES REQUIRED

Valid Driver's License.

Employees in this classification must maintain clinical licensing in a counseling related field at a minimum of the Master's level from the State of Tennessee. Failure to maintain the required licensing may result in termination.

If licensed elsewhere, must transfer to State of Tennessee license within 12 months of appointment.

Date Approved: 04/20/2026

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EQUIPMENT INVENTORY LEADER

CLASS NUMBER: 11443

GRADE: ST08

EEO CATEGORY: Administrative Support

FLSA: Non-Exempt

JOB OBJECTIVE

Leads and performs administrative, technical, and physical work involved in online auctioning, receiving and processing surplus property, maintaining inventory, maintaining accurate records, and providing assistance and direction to the surplus warehouse team members. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Leads and performs administrative duties involved in inventory control.

Assists with assigning and reviewing work.

Assists with evaluating employee performance.

Assists in training and/or establishing training requirements for employees.

Performs technical functions involved with auctions and sales.

Catalog auction items by creating accurate descriptions and clear photos.

Review auction items and provide feedback on missing details, unclear photos, or inaccurate descriptions as needed.

Assists customers during the auction pick-up process.

Ensures auction detail sheets are placed weekly.

Assess items for suitability for auction or if should be marked for disposal.

Ensure all items are properly tagged and accurately recorded.

Ensure items flow smoothly through the warehouse and avoid prolonged storage.

Checks-in received items and assists with unloading as required.

Tags/labels equipment, personal property, vehicles, and furniture and maintains information associated with each item according to assigned number.

Provides service to both internal and external customers.

Provides customer service to the public regarding descriptions and viewing of online auction items.

Coordinates with and provides guidance and instruction to Metro customers on surplus property items and process.

Assists departments in identifying items that qualify as surplus property.

Communicates next steps after the surplus forms have been submitted and processed.

Coordinates, schedules and organizes the pick-up of surplus property and goods.

Verifies that all collected items are accurately documented on the surplus form.

May assist with pickup and delivery of surplus items.

Oversees the warehouse surplus process.

Receives, organizes, and maintains surplus property items housed at the warehouse.

Moves property into warehouse or onto storage lot.

Prepares surplus furniture and equipment for online auction.

Assists with quarterly and yearly physical inventory.

Ensures all inventory items are properly tagged and inventoried.

Installs appropriate decals on automobiles and other vehicles.

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Prepares and processes all documents associated with acquisition and sale of items received.
Prepares and updates inventory records.
Keeps records of surplus personal property sales and/or auctions.
Keeps records of disposal of furniture and equipment that cannot be repaired.
May operate forklift/tow motor.
Attends meetings as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Leads trains and directs clerical or other inventory control support staff.

Employee receives general supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts which may require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, carts, or machines, irritant chemicals, etc. May be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

Requires some physical exertion such as long periods of standing, lifting, walking, climbing, bending, stooping, stretching, reaching, and operating equipment used in the warehouse or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma and six (6) years of inventory control or related experience.

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of the principles and practices of inventory control and tracking.
Knowledge of the requirements of an inventory system and its administration.
Knowledge of online auction preparation and administration
Knowledge of policies and procedures relating to inventory tracking and/or control for the Metropolitan Government.
Knowledge of the documents and forms used in keeping inventory records.
Skill in use of online auction platform.
Skill in proofreading.
Skill in working with the public.
Ability to lead, coordinate, and evaluate the work of others.
Ability to maintain accurate records.

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Ability to prepare and review documents and forms used in inventory control and/or tracking and disposal.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

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EQUIPMENT MECHANIC 2

CLASS NUMBER: 11442
EEO CATEGORY: Skilled Craft Workers

GRADE: TR09
FLSA: Non-Exempt

JOB OBJECTIVE

Performs skilled repairs and maintenance work on a wide variety of on road heavy duty vehicles greater than 20K Gross Vehicle Weight Rating (GVWR) as well as off road grounds or construction equipment. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Repairs diesel powered vehicles and/or equipment according to manufacturer standards.
Inspects and diagnoses various problems.
Maintains gasoline and diesel engines, transmissions, hydraulic systems, air conditioning, electrical, and other related systems.
Maintains and repairs dozers, backhoes, rollers, pavers, milling machines, a wide variety of other heavy-duty and light duty grounds equipment such as mowers and golf course equipment, etc.
Rebuilds pumps, cylinder heads, cable control units, and renews pins and bushings on tracks.
Performs machine lathe work when necessary.
Welds and fabricates.
Repairs or replaces worn or defective parts.
Adjusts fuel systems and performs tune-ups.
May perform emissions test.
Road tests vehicles before and after repairs.
Provides roadside assistance including emergency repairs out of shop.
Ensures that proper service is maintained.
Completes work orders on every vehicle repaired.
Keeps tools, equipment, and shop area clean and orderly.
Acquires parts from stockroom staff.
May perform various lead duties as assigned.
Trains employees and reviews work.
Operates a service truck safely.
Attends seminars and training as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This classification may lead and train less experienced Equipment Mechanics and Equipment Servicers.

Receives limited supervision and typically reports to an Equipment Mechanic Leader, Equipment Shop Supervisor or designee, who distributes and reviews work assignments and is consulted on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves moderate risks or discomforts associated with vehicle/equipment maintenance. These include working in indoor and outdoor environments to include extreme temperatures, working around potentially dangerous equipment, moving parts, carts, or machines, working around grease and oil, etc. The work area is adequately lighted, heated, and ventilated. The incumbent may be exposed to a variety of irritant chemicals, lubricants, and exhaust fumes. Accordingly, employees are required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields and to take other precautions as necessary to minimize risks of personal injury.

Work of this classification requires physical exertion such as: frequently lifting objects up to 25 pounds; occasional lifting heavy objects from 26 to 50 pounds and seldom from 51 to 100 pounds; occasional crawling, frequent standing, walking, sitting, listening, talking, use of hands, driving, bending, climbing, squatting, push/pull seated and standing, and reaching above shoulder level.

Required to serve in an on-call rotation.

EQUIPMENT USED

Pneumatic and Hand Tools, Hydraulic Lifts and Jacks, Welding Equipment, Brake Lathe Tire Balancer, Hydraulic and Drill Press, Gauges, Diagnostic Equipment, and related repair equipment

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma and one (1) year of experience repairing heavy duty motor vehicles and related equipment.

More specific degree and experience requirements may be included in departmental announcements of specific positions as vacancies occur.

TO BE ELIGIBLE FOR TARGETING

One (1) year experience as an Equipment Mechanic 1

2.0 or higher performance evaluation with no disciplinary action in the previous year

Must have demonstrated ability to diagnose and correct automotive/equipment problems

Must have obtained two (2) A.S.E. Medium/Heavy Truck Certifications

PERFORMANCE STANDARDS

Working knowledge of tools and equipment used in servicing motor vehicles and diesel powered and heavy/light construction equipment.

Working knowledge of the techniques and methods used in repair and maintenance of motor vehicles and diesel powered and heavy construction equipment.

Working knowledge of the basic theory, operation, and maintenance of internal combustion engines, transmissions, carburetors, and other automotive systems.

Working knowledge of occupational hazards and preventive safety measures.

Skill using tools and diagnostic equipment.

Ability to install and operate diagnostic equipment.

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- Ability to analyze data received from diagnostic equipment.
- Ability to correct automotive and/or equipment problems.
- Ability to comprehend road maps and manuals.
- Ability to operate a service truck safely.
- Ability to write accurately complete work orders and parts requests.
- Ability to lead or train employees.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing.

LICENSES REQUIRED

Must obtain and maintain a Class "B" Commercial Drivers License with required endorsements within 12 months of obtaining the position.

Equipment Mechanic (Heavy Vehicle Shop)

Any 2 (2) A.S.E. Medium/Heavy Truck Certifications

ADDITIONAL REQUIREMENT

Positions in the Department of General Services:

Employee must furnish proper tools to perform the job.

NOTE ON TARGETED CLASSIFICATION:

Employees in this classification shall be automatically upgraded to the next level in this classification series, Equipment Mechanic-Certified, provided all criteria of Policy 5.6 B-I, Upgrades for Targeted Classifications are met.

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FIRE ARSON INVESTIGATOR 1

CLASS NUMBER: 11456

GRADE: FD05

EEO CATEGORY : Officials and Administrators

FLSA: Non-Exempt

JOB OBJECTIVE

Performs the responsible and difficult work of conducting arson investigations in order to determine the origin and circumstances of fires, explosions, and deaths. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Assist with fire and arson investigations.

Examines fire scenes to determine fire origin and cause.

Responds to radio messages or telephone instructions and appear at scenes of disorder or crime.

Investigates and prepares reports on accidents, offenses, and damage to property.

Appears in court with the arresting investigator.

Photographs and sketches fire scenes and gathers evidence for laboratory testing.

Prepares and reviews a variety of records and reports such as insurance reports, detailed Investigation reports, expense records, statistical reports, as well as any other that may help in investigation.

Operates and maintains a variety of equipment and vehicles such as cameras, fingerprint equipment, firearms, polygraph equipment, and motor vehicles.

Performs administrative duties.

Establishes and maintains records.

Prepares reports listing repairs and replacements as needed.

Prepares reports detailing results of fire investigations.

Attends training.

AUTHORIZATION TO CARRY FIREARM

Fire Arson Investigators may be authorized to carry a firearm in the course of employment with the Nashville Fire Department. Must obtain required Commission on Peace Officer Service and Training (P.O.S.T.) certification to carry a firearm.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

This classification receives general training and direction from Fire Arson Investigator 2, and reports to a Fire Marshal - Assistant, who provides general supervision on daily investigations and assists with complex or difficult situations.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

This classification works outside performing investigation activities and in the office performing administrative duties. The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around

moving parts, carts, or machines, irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

The work of this classification requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma and two (2) years of experience in firefighting, fire prevention, arson investigation, building codes enforcement, or related emergency experience.

An associate's or higher degree in a related field from an accredited college or university may be used to substitute for the required experience.

PERFORMANCE STANDARDS

Knowledge of federal, state and local laws and ordinances.

Knowledge of crime prevention and law enforcement policies and procedures.

Knowledge of investigative methodology.

Knowledge of fire patterns and dynamics; types of building construction and building systems.

Knowledge of police codes and radio transmission procedures.

Knowledge of court room procedures.

Knowledge of the procedures used in searching, booking, fingerprinting, and transporting prisoners.

Skill in problem solving, making observations, taking note of and remembering details.

Skill in public relations.

Ability to read and understand laws, regulations, police literature, and departmental rules, policies and procedures.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action.

Ability to communicate effectively, both orally and in writing.

Ability to write clear and accurate reports.

Ability to operate motor vehicles safely.

Ability to use firearms correctly.

Ability to remember names, faces, and details of incidents, and have keen observation skills.

Ability to make fire origin and cause determinations.

Ability to conduct fire safety and prevention educational programs.

Ability to maintain records and write detailed reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSE REQUIRED

Valid Drivers License

P.O.S.T Certified or

P.O.S.T Certified within (1) year of appointment – May be extended due to availability of police academy.

Page 3 - FIRE ARSON INVESTIGATOR 1

Must meet NFPA Standard 1582 Medical Requirements for Fire Fighters.

Shall meet such physical requirements as shall be prescribed by the civil service commission for Nashville Police Officers.

*Failure to meet the certification /requirements within the one (1) year period may result in disciplinary action up to and including termination.

NOTE: Fire Arson Investigator 1's are provisional (Non-Civil Service) employees. After successful completion of training with at least a standard evaluation, incumbents will begin their six month probationary period.

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HISTORIC ZONING ADMINISTRATOR

CLASS NUMBER: 11444
EEO CATEGORY: Professionals

GRADE: OR10
FLSA: Top-Level Mgt.

JOB OBJECTIVE

Leads the administration and enforcement of local historic zoning regulations and serves as staff liaison to the Historic Zoning Commission. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Administers and interprets local historic zoning ordinances and design guidelines.
Serves as primary staff liaison to the Historic Zoning Commission, including agenda preparation, case analysis, staff reports, and meeting presentations.
Reviews applications for certificates of appropriateness and other historic zoning approvals.
Provides technical assistance to property owners, developers, neighborhood groups, and design professionals.
Assesses the impact of projects on the surrounding area.
Studies proposals and evaluates the impact they may have on historical properties and districts.
Prepares and explains guidelines for historical districts.
Draws architectural illustrations and specifications for projects.
Reviews and writes specifications for projects.
Coordinates with Planning divisions (e.g., Community Plans, Development Services, Urban Design) to ensure alignment of historic preservation with broader planning initiatives.
Works collaboratively across divisions, with community stakeholders, and with other Metro departments to ensure clear, consistent, and equitable application of historic zoning policies.
Ensures compliance with Metro policies, state statutes, and federal preservation standards where applicable.
Leads updates to design guidelines and preservation policies as needed.
Manages division budget, contracts, and related administrative functions.
Performs various administrative duties.
Writes letters and prepares reports.
Reviews/proofreads letters and reports.
Develops and implements measures to improve productivity.
Recommends policy changes and/or develops and implements new policies/procedures as needed.
Represents the department in public meetings, stakeholder sessions, and interdepartmental working groups.
Attends meetings and speaks to the public as needed.
Supervises and mentors the historic zoning staff.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises or leads the work of historic zoning staff in the Planning Commission.

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Receives direction from and reports to the Planning Executive Director or Planning Assistant Executive Director, who provides general direction concerning routine matters and assistance with unusual or exceptionally difficult problems.

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.

Occasionally required to do field work that involves walking on various types of terrain in all types of weather conditions. There may be some standing, bending, carrying of light items, etc.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's degree in Historic Preservation, Urban Planning, Architecture, Public Administration, or related field and five (5) years of progressively responsible experience in historic preservation, planning, architecture, or zoning administration.

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

PERFORMANCE STANDARDS

- Thorough knowledge of historic zoning regulations and land use processes.
- Knowledge of Nashville's architectural history.
- Knowledge of architectural design and drafting techniques.
- Knowledge of Federal preservation guidelines.
- Knowledge of applicable building and zoning codes.
- Knowledge of budget practices and procedures.
- Skill in drawing architectural illustrations.
- Skill in collecting and/or analyzing data.
- Skill in working with and/or presenting information to the public.
- Ability to interpret and apply design guidelines consistently and fairly.
- Ability to balance preservation goals with development pressures.
- Ability to coordinate and oversee restoration and development projects.
- Ability to interact effectively with the public.
- Ability to research and retrieve information.
- Ability to use photographic equipment.
- Ability to write detailed investigative reports and articles for publication.
- Ability to keep accurate records and write detailed reports.
- Ability to identify historic sites.
- Ability to conduct meetings.

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Ability to formulate and administer budgets.

Ability to supervise the work of others.

Ability to coordinate, train, and evaluate the work of others.

Ability to interact effectively with the public.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

May require a valid Driver's License

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HRIS COMPLIANCE TECHNICIAN 2

CLASS NUMBER: 11445
EEO CATEGORY: Professional

GRADE: OR05
FLSA: Non-Exempt

JOB OBJECTIVE

Monitors and works with departments verifying that employee data is entered accurately, timely, and in compliance with civil service rules, policies, and procedures for all Human Resources processes including coordinating and administering the more complex and specialized functions. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs the most complex, full performance technical support work requiring thorough knowledge of a specific set of human resources or benefits processes in support of departments and the Metro Human Resources Information System (HRIS)

Assists, reviews, coordinates, and administers the full range including the most complex and specialized human resource functions and activities.

Recommends processes, procedures or instructions to meet specific needs and challenges for assigned human resource functions.

Reviews, approves or rejects and may update departmental activities that have been entered in the HRIS system ensuring data is entered accurately and in compliance.

Advises and provides well-informed instructions and guidance to departments on entering the full range including specialized activities in the HRIS system.

Ensures employees and data are compliant with regulations for assigned human resource or benefits functions.

Details problems and provides solutions to departments.

Ensures all required documents are submitted along with any supporting documentation for personnel actions such as new hires, terminations, promotions, transfers, demotions, etc.

Runs and reviews multiple reports to audit, compare and review data.

Maintains official personnel files.

May complete verification of employment and scan documents to employee records.

Attends training sessions to learn concepts, principles, practices and applications of human resources or benefits work, studies applicable rules and regulations, and receives instruction in the interpretation and application of appropriate laws, rules, regulations, and procedures.

Keeps abreast of concepts, principles, practices and applications of human resources or benefits work, and applicable rules and regulations.

May interpret rules, regulations, and procedures.

May serve as a lead to and quality check the work of less senior staff.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead and train HRIS Compliance Technician 1's.

Employee receives direction and reports to a designated supervisor, who reviews completed work and may be consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves 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 light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree and three (3) years of experience using and maintaining data in Human Resources Information Systems (HRIS).

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of operations and specialization of assigned departments.

Knowledge of the overall organizational structure of the department.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Skill in interpreting written material including technical material, rules, regulations, instructions, reports, or charts, graphs, or tables and apply to specific situations.

Skill in researching, organizing, and maintaining records and files.

Ability to design reports to extract information from electronic files.

Ability to perform computations such as addition, subtraction, multiplication and division correctly.

Ability to generate reports and manipulate and interpret data for use in analysis and decision making.

Ability to analyze generated computer data in audit form and make corrections as necessary.

Ability to use personal computer to produce reports and documents.

Ability to deal courteously with the public.

Ability to problem-solve.

Ability to use independent judgement in applying policies to specific situations.

Ability to communicate effectively, both orally and in writing.

Ability to keep accurate records.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

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POLICE SECURITY GUARD SUPERVISOR

CLASS NUMBER: 11446

EEO CATEGORY: Protective Service Workers

GRADE: ST11

FLSA: Non-Exempt

JOB OBJECTIVE

This is a supervisory position that oversees the security presence in assigned areas of the Police Department to protect property, buildings, related facilities, visitors, and employees. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Controls the admittance of persons or vehicles on government property.

Monitors and operates various security devices/systems.

Checks identification of employees and visitors to the Police Department.

Issues visitors passes and maintains visitor log.

Gives directions and provides other information to employees and the public.

May collect entrance fees where required.

Patrols government property on foot or with a vehicle, to ensure that areas are clear of obstructions, loiterers, and vandalism.

Issues parking citations in compliance with Metro Code 12.08.050.

Arranges for vehicles to be moved when necessary.

Maintains order and calls for police assistance as needed.

May appear in court as a witness.

Must attend and successfully complete training programs as directed.

May lead and coordinate the work of assigned employees.

Trains employees.

Assigns work to employees.

Completes employee evaluations.

Maintains employee work schedule for assigned shift.

Maintains accurate records.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Leads an assigned shift and oversees the work of Police Security Guards 1 and 2.

Receives limited supervision and reports to a supervisor, typically a Police Lieutenant, who issues work orders and is consulted on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, etc. Employees may be required to use protective clothing or gear such as masks, coats, or gloves. Employees may be required to work varying shifts, holidays, and weekends.

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The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and three (3) years experience as a Police Security Guard 2.

PERFORMANCE STANDARDS

Knowledge of safety rules and regulations.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Skill in using firearms and handcuffs.

Ability to monitor and patrol government property.

Ability to operate security devices/systems.

Ability to check and verify identifications.

Ability to evaluate situations and make recommendations.

Ability to enforce rules, regulations, and policies.

Ability to follow both written and oral instructions.

Ability to lead and train employees.

Ability to use safety/security equipment, two-way radio, automobile, computer terminal, and general office equipment.

Ability to safely use firearms and handcuffs.

Ability to prepare and maintain records and reports.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

State of Tennessee Handgun Carry Permit.

Employees in this classification must meet and maintain the standards set by the Metropolitan Police Department for carrying a firearm. Failure to meet or maintain these standards shall result in disciplinary action.

ADDITIONAL REQUIREMENTS

Must be at least 21 years of age.

This position requires the employee to carry and possess a firearm as directed.

Date Approved: 04/20/2026

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Date Revised:

PRE-TRIAL HOUSING COOK

CLASS NUMBER: 11448
EEO CATEGORY: Service Workers

GRADE: ST06
FLSA: Non-Exempt

JOB OBJECTIVE

Works with Pre-Trial Housing nutrition staff to ensure meals are prepared and served in a clean environment while following all health and sanitation rules and regulations. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs various semi-skilled kitchen tasks to prepare food for serving.

Slices and chops vegetables.

Cooks vegetables and meat.

Mixes pastries.

Measures ingredients to ensure food is prepared in established quantities according to daily menu guidelines.

Cleans and sanitizes kitchen equipment, counters, tables, work areas, and mops and sweeps floors daily in compliance with state health regulations.

Prepares serving lines by filling steam table wells and arranging appropriate number of pans in correct sequence.

Keeps serving line replenished.

Serves students and teachers appropriate quantities in a friendly manner in serving line.

Answers inquiries customers may have regarding content or nutritional value of food or refers to appropriate personnel if needed.

Receives supply orders, keeps records, and verifies quantity ordered/shipped against invoices.

Stores food and supplies upon receipt, updates inventory records to ensure necessary supplies are available on a continuous basis.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Receives general supervision and reports to a Pre-Trial Housing Kitchen Supervisor or designee, who assists on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of kitchens and food preparation areas including standing for long periods. Work area is adequately lighted, heated, and ventilated.

There may be some walking, standing, bending, carrying light items, etc. Employees may be required to use protective clothing or gear such as masks, goggles, gloves, long sleeved shirts, aprons, or shields and to take other precautions as necessary to minimize risks of personal injury.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent.

PERFORMANCE STANDARDS

Knowledge of the techniques and methods used in food preparation and storage.

Knowledge of health and sanitation rules and regulations.

Knowledge of the nutritional value of foods served.

Knowledge of departmental policies and procedures.

Knowledge of occupational hazards and preventive safety measures.

Skill in slicing and chopping vegetables, meats, fruits, etc.

Ability to adhere to directives and instructions.

Ability to effectively use and operate basic kitchen equipment, including but not limited to: oven, stove, mixers and blenders of various types, steam tables, etc.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/20/2026

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PRETRIAL HOUSING FACILITIES ASSISTANT MANAGER

CLASS NUMBER : 11449
EEO CATEGORY : Professional

GRADE: OR05
FLSA: Exempt (E)

JOB OBJECTIVE

Supports the overall management, administration, and operation of the Pre-Trial Housing center, working closely with the Manager to ensure the safety, security, and rehabilitation of detained youth. This role assists in staff supervision, program oversight, policy implementation, and compliance with Tennessee juvenile justice laws and regulations. The Assistant Manager provides leadership in daily operations, and helps coordinate services that promote the care, treatment, and positive development of juveniles in custody. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Assists the Manager with daily facility operations, including scheduling, workflow oversight, and resource coordination.

Monitors facility safety, security, and ensures compliance with established policies and procedures.

Supports the Manager in liaising with the Juvenile Justice Center (JJC), Juvenile Court Clerk (JCC), law enforcement, and external agencies.

Assists in building community partnerships to strengthen available rehabilitation and support services.

Responds to incidents and assists in resolving conflicts involving staff or juveniles.

Supports the Manager in implementing de-escalation strategies and emergency response protocols.

Serves as Acting Manager in the Manager's absence.

Supports the oversight of juvenile care, custody, and supervision, ensuring humane treatment and safe conditions.

Assists in coordinating treatment, rehabilitation, education, and social development programs.

Monitor service delivery, including medical, psychological, and substance abuse services.

Assists with development, implementation, and monitoring of policies and procedures in line with state law and the Tennessee Department of Children's Services (DCS) standards.

Ensure accurate recordkeeping, reporting, and communication of incidents or compliance issues to the Manager.

Help assess facility programs and recommends improvements to meet state guidelines and best practices.

Work closely with the Juvenile Justice Center (JJC) Compliance Monitor.

Performs various supervisory functions.

Assigns and reviews work.

Approves leave requests.

Trains and provides guidance, mentoring, and support in daily tasks.

Supports professional development in areas such as de-escalation, crisis intervention, and trauma-informed care.

Assists with recruitment, onboarding, training, and performance evaluation.

Counsels with and corrects employees as needed.

May prepare comprehensive reports for management and justify solutions.

May prepare and deliver presentations to management staff.

Attends management meetings, sessions, conferences, etc., relating to current management needs.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises professional and support personnel.

Employee receives direction and reports to the Pre-Trial Housing Facilities Manager, who reviews completed assignments and tasks.

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.

The employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. Facilities work is subject to long periods of sitting, standing, and walking, and/or bending, reaching, kneeling, crouching, and lifting of objects up to 100 pounds.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's degree in human services, criminal justice, education or a related field, plus three (3) years of experience in youth treatment, corrections, or facility operations, including 1 year in a supervisory or administrative role.

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

PERFORMANCE STANDARDS

- Knowledge of secured facility administration and juvenile justice systems.
- Knowledge of juvenile behavior, treatment programming, and counseling/rehabilitation methods.
- Knowledge of the principles and practices of business management.
- Knowledge of office practices and policies.
- Working knowledge of Civil Service and department rules, policies, and procedures.
- Skills in working with staff, juveniles, families, and external partners.
- Skill using a personal computer.
- Ability to support compliance with facility policies, state regulations, and program standards.
- Ability to solve problems with the capacity to act independently when needed.
- Ability to write concise and informative reports.
- Ability to analyze administrative problems and recommend improvements.
- Ability to prepare financial or statistical reports.
- Ability to use independent judgement to apply policy to specific situations.
- Ability to supervise, train, and coordinate the work of others.
- Ability to keep accurate records.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

LICENSE REQUIRED

None

Date Approved: 04/20/2026

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PRETRIAL HOUSING FACILITIES MANAGER

CLASS NUMBER : 11450

GRADE: OR07

EEO CATEGORY : Officials/Administrators

FLSA: Top Level Management

JOB OBJECTIVE

Oversees all aspects of facility operations, including staff management, policy implementation, program development, and the care and supervision of detained youth. Ensures the safety, security, and rehabilitation of detained youth. Ensures compliance with Tennessee juvenile justice laws and regulations. Directs daily operations, and helps coordinate services that promote the care, treatment, and positive development of juveniles in custody. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Directs daily facility operations, including scheduling, workflow oversight, and resource coordination.

Monitors facility safety, security, and ensures compliance with established policies and procedures.

Oversees facility maintenance and contracted services.

Anticipates short-and long-term operational needs.

Liaison with the Juvenile Justice Center (JJC), Juvenile Court Clerk (JCC), law enforcement, and external agencies.

Builds community partnerships to strengthen available rehabilitation and support services.

Responds to incidents and assist in resolving conflicts involving staff or juveniles.

Implements de-escalation strategies and emergency response protocols.

Oversees the care, custody, and well-being of detained youth, ensuring humane treatment, safe conditions, and adherence to juvenile rights.

Ensures timely and complete juvenile admissions, including intake processes and service delivery.

Monitors behavior management practices and ensure they align with trauma-informed care standards.

Directs, plans, and evaluates treatment, rehabilitation, education, and social development programs.

Assesses juvenile needs and ensure access to medical, psychological, and substance abuse services.

Evaluates existing programs and recommend improvements for effectiveness and compliance.

Develops, implements, maintains, and monitors policies and procedures.

Ensures compliance with state law and the TN Department of Children's Services standards.

Responds to emergencies and manage incidents involving juveniles or staff.

Oversees conflict resolution processes and ensures de-escalation strategies are implemented consistently.

Develops facility emergency operations plan and response

Performs various supervisory functions.

Assigns and reviews work.

Approves leave requests.

Trains and provides guidance, mentoring, and support in daily tasks.

Supports professional development in areas such as safety, de-escalation, crisis intervention, and trauma-informed care.

Oversees recruitment, selection, onboarding, and training of new staff.

Evaluates employee performance.

Counsels with and corrects employees as needed.

Serves as the primary liaison with the juvenile court system, law enforcement, and external agencies both in-county and out of county.

Builds partnerships with community organizations and service providers to enhance programming and support rehabilitation goals.

Attends management meetings, sessions, conferences, etc., relating to current management needs.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises professional and support personnel.

Reports to a Deputy Court Administrator-Security Director who outlines overall goals and objectives for the position and assists with any complex or unusual problems as needed.

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.

The employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc.

Facilities work is subject to long periods of sitting, standing, and walking, and/or bending, reaching, kneeling, crouching, and lifting of objects up to 100 pounds.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's degree in human services, criminal justice, education or a related field, plus five (5) years of experience in youth treatment, corrections, or facility operations, including 2 years in a supervisory or administrative role.

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

PERFORMANCE STANDARDS

Extensive knowledge of secured facility administration and juvenile justice systems.

Extensive knowledge of juvenile behavior, treatment programming, and counseling/rehabilitation methods.

Extensive knowledge of the principles and practices of administration and business management principles in secured facilities.

Extensive knowledge of juvenile justice law, and court procedures.

Knowledge of counseling and rehabilitation methods for emotional and behavioral issues.

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

Skill in working with staff, juveniles, families, and external partners.

Ability to manage compliance with state policies, procedures and standards.

Ability to solve problems with the capacity to act independently when needed.

Ability to write concise and informative reports.

Ability to analyze administrative problems and recommend improvements.

Ability to prepare financial or statistical reports.

Ability to use independent judgement to apply policy to specific situations.

Ability to supervise, train, and coordinate the work of others.

Ability to keep accurate records.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSE REQUIRED

None

Date Approved: 04/20/2026

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Date Revised:

PRE-TRIAL HOUSING KITCHEN SUPERVISOR

CLASS NUMBER: 11451

EEO CATEGORY: Administrative Support

GRADE: ST07

FLSA: Non-Exempt

JOB OBJECTIVE

Manages the day-to-day kitchen operations for Pre-Trial Youth Housing cafeteria, serving three meals per day with two snacks in accordance with department policies and procedures. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Prepares weekly work schedules, plans daily menus and manages the day-to-day operations of Pre-Trial Housing cafeteria.

Supervises kitchen staff to ensure department is operating in accordance with policies and procedures.

Trains new employees.

Prepares and conducts annual employee reviews.

Mediates employee disagreements.

Prepares weekly and monthly reports, monitors inventory and food and supply orders, manages cash records, milk and ice cream reports, commodity usage forms and time sheets to ensure proper documentation of the kitchen operation.

Assists in food preparation of cashiering as needed to ensure department is operating in accordance with policies and procedures.

Supervises food preparation.

Plans promotional and marketing operations.

Coordinates nutrition to ensure that guidelines are met.

Administers the school meal benefits program in accordance with federal guidelines.

Answers parent inquiries regarding the school breakfast and lunch program in a timely manner.

Performs administrative duties

Orders food and supplies.

Submits work orders and repairs to ensure a safe working environment for employees.

Gathers employee feedback to ensure that daily reports are prepared and submitted on time.

Prepares weekly and monthly reports, monitors inventory and food and supply orders, manages cash records, milk and ice cream reports, commodity usage forms and time sheets to ensure proper documentation of the kitchen operation.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises cook and kitchen staff.

Receives direction from and reports to a Pre-Trial Housing Facility Assistant Manager or designee, who assists on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of kitchens and food preparation areas including standing for long periods. Work area is adequately lighted, heated, and ventilated.

There may be some walking, standing, bending, carrying light items, etc. Employees may be required to use protective clothing or gear such as masks, goggles, gloves, long sleeves, aprons, or shields and to take other precautions as necessary to minimize risks of personal injury.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent.

Five (5) years of experience in large quantity food preparation with one (1) year of supervisory experience required.

PERFORMANCE STANDARDS

- Knowledge of the techniques and methods used in food preparation and storage.
- Knowledge of health and sanitation rules and regulations.
- Knowledge of the nutritional value of foods served.
- Knowledge of departmental policies and procedures.
- Knowledge of occupational hazards and preventive safety measures.
- Skill in slicing and chopping vegetables, meats, fruits, etc.
- Ability to effectively use and operate basic kitchen equipment, including but not limited to: oven, stove, mixers and blenders of various types, steams tables, etc.
- Ability to manage inventory effectively.
- Ability to keep accurate records.
- Ability to communicate effectively, both orally and in writing.
- Ability to direct and evaluate employees.
- Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

ServSafe certification required.

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PRE-TRIAL HOUSING OFFICER SUPERVISOR

CLASS NUMBER: 11453
EEO CATEGORY: Protective Service Worker

GRADE: ST08
FLSA: Non-Exempt

JOB OBJECTIVE

Oversees and directs the activities of Pre-Trial Housing Officers assigned to a shift, ensuring safety, security and orderly operation of the facility, while maintaining compliance with state laws, facility policies, and professional standards. Provides leadership during daily operations and emergencies, and ensures proper care, custody, and control of detained youth. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Provides supervision and leadership to Pre-Trial Housing Officers.

- Supervises, assigns work, and evaluates Pre-Trial Housing Officers during assigned shifts.

- Ensures adequate staffing levels and adjusts as needed to maintain safety and security.

- Provides guidance, coaching, and on-the-job training to staff.

- Enforces facility policies, procedures and professional standards.

Oversees Security and Facility Operations.

- Supervises security operations including headcounts, movement control, searches, patrols, and surveillance monitoring.

- Ensures proper searches of housing units, youths, visitors, and common areas for contraband.

- Ensures compliance with safety protocols and emergency procedures.

- Monitors facility conditions and takes corrective actions as necessary.

Ensures the supervision, care, and overall well-being of detained youth.

- Oversees daily routines, including meals, hygiene, recreation, education, and work assignments.

- Promotes a structured, respectful and rehabilitative environment.

- Intervenes in behavioral issues using approved behavior management techniques.

Guides crisis and incident management.

- Serves as the shift-level authority during emergencies, disturbances, or critical incidents.

- Directs staff response to fights, escapes, medical emergencies, and other crises.

- Utilizes de-escalation strategies and authorizes physical intervention when necessary.

- Ensures proper medical response and notifications are made.

Performs administrative duties.

- Reviews, approves, and submits incident reports, disciplinary actions, and shift logs.

- Ensures accuracy, completeness, and timeliness of all documentation.

- Communicates significant incidents to facility administration.

Provides oversight for intake, release and transportation.

- Oversees youth intake, processing and release activities to ensure policy compliance.

- Coordinates and authorizes transportation of youth to courts, hospitals, and other approved destinations.

- Supervises youth security at external locations as required.

Oversees communication and coordination.

- Acts as liaison between detention staff, administrators, courts, law enforcement, medical personnel, and families during shift.

- Ensures effective communication of expectations, incidents and operational needs.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises Pre-Trial Housing Officers on an assigned shift.

Receives general supervision and reports to a designated supervisor, who assists on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Employees work in a correctional environment that demands physical stamina and emotional resilience.

Work involves high-risk exposure to potentially dangerous situations and unusual environmental stress requiring strict safety precautions. Duties may involve standing, walking, restraining youth, and responding to emergencies.

Employees must be able to work varying shifts, weekends, and holidays, and must be capable of defending themselves or others against physical attack.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent.

Some prior experience as a Juvenile Detention or Pre-Trial Housing Officer or in a correctional, law enforcement, or closely related environment is required.

PERFORMANCE STANDARDS

Knowledge of departmental rules, policies, and procedures.

Skill in making observations and taking note of, and remembering, details.

Ability to learn and apply training in a correctional environment.

Ability to read and understand laws, regulations, policies, orders, and procedures.

Ability to work in a stressful and physically demanding environment.

Ability to respond to emergency situations.

Ability to supervise and manage inmates regardless of charge or background.

Ability to physically restrain violent or unruly individuals.

Ability to assign, supervise and train employees.

Ability to communicate effectively orally and in writing.

Ability to write accurate records and reports.

Ability to complete required training designed for the position.

Ability to follow written and oral instructions.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action.

Ability to establish and maintain effective working relationships.

Ability to deal courteously with the public.

LICENSES REQUIRED

None

ADDITIONAL REQUIREMENTS

Applicants must have reached their twenty-first birthday at the time of hiring

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Applicants must be a citizen of the United States, or a permanent legal resident of the United States who is an honorably discharged veteran of the United States Armed Forces

Applicants must successfully complete drug screening as required by Metropolitan Government

Date Approved: 04/20/2026

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Date Revised:

PRE-TRIAL HOUSING OFFICER

CLASS NUMBER: 11452

GRADE: ST06

EEO CATEGORY: Protective Service Worker

FLSA: Non-Exempt

JOB OBJECTIVE

Responsible for the safety, security, care and supervision of youth housed in a juvenile detention facility, maintaining orderly facility operations while promoting accountability, positive behavior and rehabilitation. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Secures and oversees the care and well-being of detained youth.

Provides constant supervision and monitors inmate movement throughout the facility.

Conducts headcounts, security checks, patrols and surveillance monitoring.

Performs searches of juveniles, visitors, cells and common areas for contraband.

Enforces facility rules, policies, and procedures to maintain order and discipline.

Assists with intake, processing and release.

Participates in booking, searching, fingerprinting, and property inventory.

Processes admissions and releases in accordance with established procedures.

Facilitates daily care and operations.

Coordinates and distributes meals, medications, hygienic items, laundry, and ensures essential daily needs of youth are met.

Supervises inmate work assignments.

Monitors physical and emotional well-being of detained youth.

Supports programs and activities.

Supervises juveniles during recreation, education, counseling and other structured activities.

Promotes positive behavior and models appropriate conduct.

Assists in teaching responsibility, life skills and respect for rules.

Engages in crisis management.

Responds to disturbances, emergencies, and behavioral incidents.

Uses approved de-escalation techniques and physical restraint when necessary.

Defends self or others against physical attack as required.

Provides basic first aid and assists medical staff.

Completes documentation and reporting.

Prepares and maintains accurate logs, reports, and records.

Submits appropriate incident and disciplinary reports and documentation.

Provides transportation and external security.

Provides youth security at hospitals, courts, and other assigned destinations.

Transports juveniles to court appearances, medical appointments, and other authorized locations.

Communicates and coordinates with relevant parties.

Communicates effectively with courts, law enforcement, families, medical personnel, and other agencies.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Receives general supervision and reports to a Pre-Trial Housing Officer Supervisor or designee, who assists on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves high-risk exposure to potentially dangerous situations and unusual environmental stress requiring strict safety precautions. Employees work in a correctional environment that demands physical stamina and emotional resilience.

Duties may involve standing, walking, restraining youth, and responding to emergencies. Employees must be able to work varying shifts, weekends, and holidays, and must be capable of defending themselves or others against physical attack.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent.

PERFORMANCE STANDARDS

Skill in making observations and taking note of, and remembering, details.

Ability to learn and apply training in a correctional environment.

Ability to read and understand laws, regulations, policies, orders, and procedures.

Ability to work in a stressful and physically demanding environment.

Ability to respond to emergency situations.

Ability to supervise and manage inmates regardless of charge or background.

Ability to physically restrain violent or unruly individuals.

Ability to communicate effectively orally and in writing.

Ability to write accurate records and reports.

Ability to complete required training designed for the position.

Ability to follow written and oral instructions.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action.

Ability to establish and maintain effective working relationships.

Ability to deal courteously with the public.

LICENSES REQUIRED

None

ADDITIONAL REQUIREMENTS

Applicants must have reached their twenty-first birthday at the time of hiring.

Applicants must be a citizen of the United States, or a permanent legal resident of the United States who is an honorably discharged veteran of the United States Armed Forces.

Applicants must successfully complete drug screening as required by Metropolitan Government.

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PRE-TRIAL HOUSING OFFICER SUPERVISOR

CLASS NUMBER: 11453
EEO CATEGORY: Protective Service Worker

GRADE: ST08
FLSA: Non-Exempt

JOB OBJECTIVE

Oversees and directs the activities of Pre-Trial Housing Officers assigned to a shift, ensuring safety, security and orderly operation of the facility, while maintaining compliance with state laws, facility policies, and professional standards. Provides leadership during daily operations and emergencies, and ensures proper care, custody, and control of detained youth. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Provides supervision and leadership to Pre-Trial Housing Officers.

Supervises, assigns work, and evaluates Pre-Trial Housing Officers during assigned shifts.

Ensures adequate staffing levels and adjusts as needed to maintain safety and security.

Provides guidance, coaching, and on-the-job training to staff.

Enforces facility policies, procedures and professional standards.

Oversees Security and Facility Operations.

Supervises security operations including headcounts, movement control, searches, patrols, and surveillance monitoring.

Ensures proper searches of housing units, youths, visitors, and common areas for contraband.

Ensures compliance with safety protocols and emergency procedures.

Monitors facility conditions and takes corrective actions as necessary.

Ensures the supervision, care, and overall well-being of detained youth.

Oversees daily routines, including meals, hygiene, recreation, education, and work assignments.

Promotes a structured, respectful and rehabilitative environment.

Intervenes in behavioral issues using approved behavior management techniques.

Guides crisis and incident management.

Serves as the shift-level authority during emergencies, disturbances, or critical incidents.

Directs staff response to fights, escapes, medical emergencies, and other crises.

Utilizes de-escalation strategies and authorizes physical intervention when necessary.

Ensures proper medical response and notifications are made.

Performs administrative duties.

Reviews, approves, and submits incident reports, disciplinary actions, and shift logs.

Ensures accuracy, completeness, and timeliness of all documentation.

Communicates significant incidents to facility administration.

Provides oversight for intake, release and transportation.

Oversees youth intake, processing and release activities to ensure policy compliance.

Coordinates and authorizes transportation of youth to courts, hospitals, and other approved destinations.

Supervises youth security at external locations as required.

Oversees communication and coordination.

Acts as liaison between detention staff, administrators, courts, law enforcement, medical personnel, and families during shift.

Ensures effective communication of expectations, incidents and operational needs.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises Pre-Trial Housing Officers on an assigned shift.

Receives general supervision and reports to a designated supervisor, who assists on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Employees work in a correctional environment that demands physical stamina and emotional resilience.

Work involves high-risk exposure to potentially dangerous situations and unusual environmental stress requiring strict safety precautions. Duties may involve standing, walking, restraining youth, and responding to emergencies.

Employees must be able to work varying shifts, weekends, and holidays, and must be capable of defending themselves or others against physical attack.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent.

Some prior experience as a Juvenile Detention or Pre-Trial Housing Officer or in a correctional, law enforcement, or closely related environment is required.

PERFORMANCE STANDARDS

Knowledge of departmental rules, policies, and procedures.

Skill in making observations and taking note of, and remembering, details.

Ability to learn and apply training in a correctional environment.

Ability to read and understand laws, regulations, policies, orders, and procedures.

Ability to work in a stressful and physically demanding environment.

Ability to respond to emergency situations.

Ability to supervise and manage inmates regardless of charge or background.

Ability to physically restrain violent or unruly individuals.

Ability to assign, supervise and train employees.

Ability to communicate effectively orally and in writing.

Ability to write accurate records and reports.

Ability to complete required training designed for the position.

Ability to follow written and oral instructions.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action.

Ability to establish and maintain effective working relationships.

Ability to deal courteously with the public.

LICENSES REQUIRED

None

ADDITIONAL REQUIREMENTS

Applicants must have reached their twenty-first birthday at the time of hiring

Page 3 – PRE-TRIAL HOUSING OFFICER SUPERVISOR

Applicants must be a citizen of the United States, or a permanent legal resident of the United States who is an honorably discharged veteran of the United States Armed Forces

Applicants must successfully complete drug screening as required by Metropolitan Government

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PUMPING STATION SUPERINTENDENT

CLASS NUMBER: 11447

GRADE: OR10

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

Performs the administrative and supervisory duties involved in directing the overall operation of all water, stormwater, and wastewater pumping stations and their related facilities. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Plans, organizes, and implements programs for the operation, maintenance and repair of pumping stations and their related facilities.

Implements and monitors disinfection protocols ensuring public health and environmental safety across all pumping station operations.

Ensures compliance with all applicable local, state, and federal regulations governing pumping station operations, environmental standards, and safety protocols.

Oversees and performs administrative duties including payroll processing, human resources documentation, and civil service compliance.

- Manages employee and payroll records.

- Evaluates work activities in the division or sections of a division.

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

- Implements departmental and/or division policies and procedures.

- Recommends staff improvements where necessary.

- Writes correspondence, documents, and reports.

- Answers complex inquiries from the public.

Conducts regular, unscheduled, and periodic inspections of pumping stations and related facilities to ensure high standards of operation and adherence to regulatory and optimal standards.

- Examines and reviews approved plans, specifications, and materials for installation and major modification of systems.

- Studies and reviews field work and makes recommendations for improvements.

- Reviews and evaluates reports on all inspections.

- Approves issuance of summonses and warrants.

Remains available at all times for emergency situations as they arise.

- Leads emergency response efforts.

- Addresses urgent operational issues, equipment failures, or overflow events.

Reviews and analyzes operational data to ensure efficient operation.

Troubleshoots complex operational problems and develops and implements solutions.

Develops and reviews technical, statistical, and narrative reports.

Stays up-to-date with industry developments, regulatory changes, and technological advancements relevant to pumping station operations.

Coordinates cross-functional communication with internal departments, external agencies, and community stakeholders.

Supervises employees.

- Assigns duties to employees.

- Ensures employees perform work in a correct and efficient manner.

Page 2 – PUMPING STATION SUPERINTENDENT

- Evaluates employee performance and productivity.
- Ensures that proper safety standards are maintained.
- Trains and/or establishes training requirements for employees.
- Attends meetings and briefings as required, representing the pumping station division.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This classification exercises direct supervision over all administrative, supervisory, and technical staff and indirect supervision over all assigned personnel for his/her respective operational section.

This classification receives direction and works under broad administrative guidance with latitude in making decisions on all daily operations under the direction of the Water Services Assistant Director.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the 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.

This classification works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, climbing, crouching, pushing, pulling, and carrying of light items, etc.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Engineering, Chemistry, Biology or related field from an accredited college or university and eight (8) years of responsible experience in water/wastewater stormwater, and/or wastewater pumping station operations including four (4) years experience supervising the operation and maintenance of a water/wastewater treatment plant.

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

PERFORMANCE STANDARDS

Thorough knowledge of principles utilized in the operation and maintenance of water/wastewater pumping stations.

Thorough knowledge of local, state, and federal regulations regarding proper operation of pumping stations.

Thorough knowledge of supervisory practices.

Working knowledge of planning, forecasting, and budgeting techniques.

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

Skill in setting goals.

Ability to utilize computer systems and software.

Ability to compile and analyze technical data.

Ability to read and interpret engineering plans and specifications.

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

Ability to direct and coordinate the work of employees.

Page 3 – PUMPING STATION SUPERINTENDENT

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

Tennessee Distribution and Collection System Operator Certification of Competency Grade II.

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SECURITY GUARD 2

CLASS NUMBER: 11454

GRADE: ST08

EEO CATEGORY: Protective Service Workers

FLSA: Non-Exempt

JOB OBJECTIVE

Oversees and participates in patrolling assigned areas to protect public property, buildings, related facilities, visitors, and employees. This level is intended to frequently handle conflicts/disturbances. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Regularly handles more complex security situations.

Responds to unruly persons, deescalating when possible and restraining and/or removing if necessary.

Contacts EMS or police as needed.

Detains persons suspected of criminal activity until law enforcement arrives.

Enforces compliance with general safety and security rules and regulations.

Maintains order and uses good judgement and discretion in handling unruly or trespassing persons.

Controls admittance of persons or vehicles on government property.

Monitors and operates various security devices/systems.

Checks identification of employees and visitors.

Issues visitors passes and maintains visitor log.

Gives directions and provides other information to employees and the public.

May collect entrance fees where required.

Patrols government property on foot or with a vehicle to ensure that areas are clear of obstructions, loiterers, and vandalism.

May issue parking citations.

Arranges for vehicles to be moved when necessary.

Maintains order and calls for police assistance as needed.

May appear in court as a witness.

May carry firearms.

May lead and coordinate the work of assigned employees.

Maintains accurate records.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead or train Security Guard 1's.

Receives general supervision and reports to a supervisor, who issues work orders and is consulted on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, etc. Employees may be required to use protective clothing

or gear such as masks, coats, or gloves. Employees in this classification may be required to work varying shifts, holidays, and weekends.

Requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and two (2) years of experience in security or related field.

PERFORMANCE STANDARDS

Knowledge of safety rules and regulations.

Knowledge of Civil Service and departmental rules, policies, and procedures.

May require skill in using firearms and handcuffs.

Skill in conflict de-escalation.

Skill in working with the public.

Ability to monitor and patrol government property.

Ability to restrain and/or remove individuals if necessary.

Ability to remain calm in high-pressure situations.

Ability to operate security devices/systems.

Ability to check and verify identifications.

Ability to evaluate situations and make recommendations.

Ability to enforce rules, regulations, and policies.

Ability to follow both written and oral instructions.

Ability to lead and train employees.

Ability to use safety/security equipment, two-way radio, automobile, computer terminal, and general office equipment.

LICENSES REQUIRED

Some positions may require State of Tennessee Handgun Carry Permit.

Employees in this classification must meet and maintain the standards set by the Metropolitan Government for carrying a firearm. Failure to meet or maintain these standards shall result in disciplinary action.

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WASTE SERVICES ADMINISTRATOR

CLASS NUMBER: 11455

GRADE: OR08

EEO CATEGORY: Officials and Administrators

FLSA: Top Level Management

JOB OBJECTIVE

Directs, manages, and performs a variety of comprehensive and technical administrative activities which include providing leadership and technical expertise, short- and long-range planning, and project management efforts within the Waste Services Department. This position oversees the work of other technical personnel and may serve as a project manager with contractors on Metro projects. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Ensures regulatory administration, compliance, operational workflow optimization.

Leads cross-functional project management efforts from planning through completion.

Performs project management work managing capital projects, overseeing contractors to ensure projects are completed on time and within budget based on the scope of services.

Reviews and prioritizes service requests, assigning appropriate resources and monitoring project timelines.

Establishes and maintains processes for managing scope during project lifecycle, setting quality and performance standards and assessing risks

Collaborates with other Metro departments and State agencies on projects, service delivery, and emergency planning.

May supervise and coordinate the activities of contractors pertaining to capital improvements and project management.

Inspects field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.

Oversees departmental facilities and maintenance.

Serves as departmental fleet coordinator and liaison to the Office of Fleet Management (OFM).

Coordinates vehicle and equipment purchasing, repairs, preventative maintenance, and parts inventory with the Office of Fleet Management (OFM).

Develops request for proposals, vehicle and other equipment specifications.

Coordinates with departments and State agencies on matters relating to services & programs.

Coordinates emergency response efforts.

Supervises or leads emergency services coordinator, departmental representative at the Emergency Operations Center (EOC) during emergency activations.

May supervise employees.

Assigns duties to employees.

Ensures employees perform work in a correct and efficient manner.

Evaluates employee performance.

Approves leave requests.

Counsels with and corrects employees as needed.

Trains and instructs employees.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises or leads the work of support and/or professional staff.

Employee receives direction from and reports to an Operations Manager or other upper-level manager, who provides general supervision and guidance and is consulted on unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Office work involves 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. Field work involves moderate risks of discomforts that may require special safety precautions, e.g., working around moving parts, carts, or machines. Employees may be required to use protective clothing or gear, such as masks, coats, boots, goggles, or gloves.

Office work involves walking, standing, bending, carrying light items, etc. Field work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as boxes or equipment that are 50 pounds or less.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent supplemented by job related technical education as described in the position announcement and twelve (12) years of experience in area of technical specialty including five (5) years of increasingly responsible supervisory/lead experience and/or project management experience.

PERFORMANCE STANDARDS

Thorough knowledge of vehicle maintenance, logistics, and waste operations.
Knowledge of fleet procurement and budget management.
Knowledge of Civil Service and departmental rules, policies, and procedures.
Knowledge of emergency response coordination, Occupational Safety and Health Act and Tennessee Occupational Safety and Health Act (OSHA), and safety rules, procedures, and work practices.
Knowledge of the Metro Charter and Metro Code.
Knowledge of the overall organizational structure of the department.
Knowledge and proficiency in Excel, fleet management systems, and data analytics.
Knowledge of Department of Transportation (DOT) regulations and safety standards.
Ability to deal courteously with the public.
Ability to problem-solve and make sound decisions.
Ability to use independent judgement in applying policies to specific situations.
Ability to maintain detailed records and generate actionable reports.
Ability to communicate effectively verbally and in writing.
Ability to manage multiple projects simultaneously.
Ability to communicate effectively, both orally and in writing.
Ability to keep accurate records.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver's License required.

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