

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB504 Flood Control Program Manager
POSITION #/TITLE: 2732 Flood Control Program Manager	Adopted: 09-14
	Revised:

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 20
Reports To Position #/Job Code #/JC Title: 2419/NB364/Public Works Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Oversees and directs flood mitigation program to implement City's Flood Protection System design. Ensures timely design and construction schedules are met. Responsible for ensuring that the City's Flood Protection System is FEMA accredited, once completed.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Work direction may be provided to staff assigned to the flood mitigation program, including external consulting staff.

Examples of Essential Work (Illustrative Only)

Leads all aspects of the City's Flood Control Program from conceptualization, funding, design and construction;
Plans, develops, supervises and evaluates the project management processes, procedures and functions of the City's Flood Protection System initiative;
Coordinates planning, management and execution of project team and consultants;
Directs strategic planning associated with timeline of Flood Protection System implementation;
Develops and administers policies and procedures for work activities, projects, plans and programs related to the City's Flood Protection System;
Responsible for technical support, training, coaching and staff development of team members;
Develops cross-functional project coordination and resource allocation;
Researches and implements Program Management Methodology best practices and standards;
Determines long-range manpower requirements for efficient implementation of Flood Protection System program;
Manages project quality assurance process and audits key internal and external projects for quality;
Communicates plans, status and issues to higher levels of management concerning progress of plans and implementation of the City's Flood Protection System;
Develops and delivers reports and presentations to City Council and public groups concerning project progress, project cash flow management, policies and regulatory compliance issues;
Conducts timely performance reviews and monitors performance and staffing needs;

Serves as back-up to Stormwater Utility Engineer with responsibilities of detention basins, public involvement, localized flooding and discharge permit;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices associated with the design and construction of structural flood protection projects such as levees, floodwalls and proprietary flood protection systems;
Comprehensive knowledge of the principles and practices of large public works project management, including strategic planning, public engagement, budgeting and personnel administration;
Thorough knowledge of engineering design principles and practices;
Thorough knowledge of financial principles and practices;
Ability to plan, organize and manage engineering and design projects;
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations for a variety of reports containing engineering and regulatory terminology;
Ability to communicate effectively and establish and maintain working relationships with and communicate effectively with City Council, media, regulatory agency officials, maintenance personnel, engineers, consultants, other City employees and regulatory agency representatives both orally and in writing, using both technical and non-technical language;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in engineering, business or closely related field; and
Extensive experience in program management of large Public Works projects, design and office management; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Licensure as a Professional Engineer issued by the State of Iowa.
Valid Iowa Driver's license upon appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to perform manual and computerized drafting and inspect blueprints and construction specifications;
Sufficient manual dexterity, which permits the employee to utilize automated drafting and mapping software and develop construction designs and specifications;
Sufficient personal mobility, which permits the employee to inspect construction projects.