

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB099 Lead Sewer Maintenance Supervisor
<b>POSITION #/TITLE:</b> 0312 Lead Sewer Maintenance Supervisor	<b>Adopted:</b> 07-97
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Public Works/Maintenance	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11
<b>Reports To Position #/Job Code #/JC Title:</b> 1039/NB149/Sewer Superintendent	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Foot, Protective Clothing	

<b>General Statement of Duties</b>
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Supervises the repair and maintenance programs and activities for the City's storm water and sanitary sewer systems; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of equipment operators and maintenance technicians.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and supervises the repair and maintenance of the City's storm and sanitary sewer systems;  
Coordinates annual, monthly and weekly work schedules and plans special projects with the Sewer Superintendent;  
Establishes job priorities and time frames for equipment operators and maintenance workers;  
Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;  
Reviews employee time sheets for accuracy and submits to Sewer Superintendent;  
Trains employees on equipment, task procedures, work standards and proper safety procedures;  
Serves as Sewer Superintendent in the absence of the Sewer Superintendent;  
Inspects sewer lines and collectors noting areas that require attention and incorporates work these into daily or weekly schedules;  
Supervises and performs television inspections of sewer systems and hydraulic and mechanical cleaning of the collection system;  
Supervises and performs sewer collection system construction;  
Supervises maintenance and update of the television inspection library;  
Prepares bids and bid specifications and purchases or orders supplies necessary to complete assigned projects;  
Conducts project design and monitors for completeness of specification requirements;

Ensures that tools and equipment are maintained in good condition;  
Maintains inventory of necessary parts for completion of projects;  
Conducts timely performance reviews and monitors performance and staffing needs;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends meetings, conferences and workshops;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in storm water and sanitary sewer construction, maintenance and repair;  
Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;  
Comprehensive knowledge of confined space access and safety programs;  
Thorough knowledge of the operation of tools used in storm water and sanitary sewer maintenance including television monitoring equipment, hydraulic cleaners, welders, cutting torches, torque wrenches, concrete forms and PVC and concrete pipe cutters;  
Thorough knowledge of construction and building trades including carpentry, concrete, and plumbing;  
Thorough knowledge of the hydraulic equipment operations, maintenance and repair;  
Ability to train, assign, motivate, supervise and evaluate the work of others;  
Ability to read and interpret blueprints and plans;  
Ability to operate and instruct personnel in the operation of tools and machinery used in storm water and sanitary sewer construction and maintenance;  
Ability to communicate effectively and maintain working relationships with the Sewer Maintenance Manager, equipment operators and maintenance personnel, contractors, subcontractors, water production and water pollution control operations and maintenance supervisors and personnel, other City employees and the public both orally and in writing, using both technical and non-technical language;  
Ability to prepare accurate and reliable reports containing construction standards and maintenance specifications, flow rates, findings, conclusions and recommendations;  
Proficient in the use of a computer with knowledge in Microsoft Excel, and Word;  
Proficient in the use of GBA Master and ESRI Arc View product for the creation and tracking of maintenance and infrastructure;  
Ability to operate a personal computer using program applications appropriate to assigned duties and 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 an Associate's Degree in engineering technology; and  
Considerable experience in storm water and sanitary sewer construction and maintenance; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Grade III Sewer Collection System Operator Licensed issued by the State of Iowa within 3 years.  
Valid Iowa Driver's License upon appointment.

### **Essential Physical Abilities**

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to operate hand and power tools, clean and repair sewer collection systems and operate hydraulic cleaning equipment and controls;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power tools;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate machinery and move construction materials.