

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB150 Sewer Collection System Supervisor
POSITION #/TITLE: TBD Sewer Collection System Supervisor	Adopted: 03-16
	Revised:

POSITION DESCRIPTION

Dept. ID/Description: Public Works/Sewer	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 1039/NB149/Sewer Superintendent	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Protective Clothing	

General Statement of Duties

Supervises the repair and maintenance personnel and programs for the City's storm and sanitary sewer systems; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervises field personnel and is responsible for the day-to-day operations and maintenance of the City's storm and sanitary sewer systems. Fills in for the Lead Collection System Supervisor.

Examples of Essential Work (Illustrative Only)

Supervises the sewer collection system maintenance personnel;
 Supervises the maintenance, repair, and construction of the sewer collection systems;
 Organizes and assigns work schedules and projects day-to-day;
 Coordinates work with other divisions and departments, as applicable;
 Ensures equipment and tools are maintained in good condition;
 Ensures job site codes and standards compliance with a safety-first mindset;
 Provides high-quality standardized asset assessment data for refinement of targeted maintenance activities and capital project management;
 Discusses and evaluates new products and techniques to continuously improve work processes;
 Maintains inventory of needed materials and equipment;
 Prepares bid and bid specifications in accordance with Purchasing Services regulations for necessary materials and equipment;
 Reviews capital project design and permits, as necessary;
 Demonstrates the operation of combination sewer cleaning trucks, closed-circuit televising sewer inspection equipment, truck-mounted snow plows, mechanical root cutting machines, construction equipment, and other associated sewer maintenance equipment;
 Assists work crews as needed in the operation of Sewer equipment;
 Develops and maintains a well-trained workforce through practical and classroom training;

Reviews and approves employee time sheets;
Provides feedback to Sewer Superintendent with regards to performance, to include, as applicable, disciplinary action;
Conducts timely performance reviews and monitors performance and staffing needs;
Perform all work duties and activities in accordance with City policies, procedures and safety practices;
Attend meetings, conferences, and workshops;
Support continuous process improvement initiatives;
Perform related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of equipment, techniques, tools, and materials used for storm and sanitary sewer construction, maintenance and repair;
Comprehensive knowledge of stormwater management features and best management practices;
Comprehensive knowledge of safety regulations, and programs, to include confined space entry;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to read and interpret construction documents, city codes, and agreements;
Ability to proficiently operate and instruct personnel in the operation of equipment used in storm and sanitary sewer construction and maintenance;
Ability to communicate effectively and maintain working relationships with coworkers and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare reports with conclusions and recommendations;
Proficient computer user, specifically with Microsoft Windows, Excel, Word, and Outlook;
Proficient user of cellular devices, including smart phones and tablets;
Proficient user of spatial data programs that track asset and infrastructure data (i.e. ArcGIS);
Ability to use a work order management software to create and track work activities;
Ability to operate a computer using applications appropriate to assigned duties and responsibilities;
Ability to learn and adopt new skills and knowledge due to changes in information 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 related to construction or civil engineering; and
Considerable experience in storm and sanitary sewer maintenance and construction; 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 Commercial Iowa Driver's License (Class B) with tank and air brake endorsement and valid Medical Examiners Certificate.

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;