

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB149 Sewer Operations Manager
POSITION #/TITLE: 1039 Sewer Operations Manager	Adopted: 05-07
	Revised: 06-16

POSITION DESCRIPTION

Dept /Division: Public Works	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
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: Medium	Work Environment: Controlled
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

Plans, budgets and manages the construction, maintenance and repair of the City's storm water and sanitary sewer collection systems; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of the Sewer Supervisors, operators, laborers, stormwater program personnel, and geographic information system (GIS) professionals.

Examples of Essential Work (Illustrative Only)

- Plans, organizes, and manages the operational and program activities of the Sewer Maintenance Division;
- Manages the strategic planning, policy development, and data collection of the Sewer Maintenance Division;
- Establishes operating procedures and standards for the Sewer Maintenance Division;
- Develops and manages the storm and sanitary sewer preventative maintenance program;
- Develops goals, objectives, and performance measures for Sewer Maintenance Division;
- Manages GIS functions assigned to the Sewer Maintenance Division with asset data integrity, analysis, and training of GIS users;
- Plans, develops, implements, and monitors storm and sanitary sewer budgets;
- Coordinates with the City Engineer and Utilities Engineering Program Manager and associated storm and sanitary sewer CIP budgets;
- Maintains current knowledge of trends and innovations in the field of sewer maintenance;
- Monitors and reviews Federal and State standards to ensure storm and sanitary sewer program integrity;
- Ensures divisional compliance with OSHA, NIOSH, and City safety policies;
- Coordinates communications and activities between internal and external customers;
- Responds to requests and inquiries concerning the Sewer Maintenance Division;
- Serves as liaison with the media concerning sewer activities, and emergency preparedness and actions;
- Directs flood control activities and emergency actions for Sewer Division activities;
- Manages the development of divisional purchasing specifications and requests for proposals in compliance with Purchasing Services rules and regulations;
- Negotiates and authorizes damage payments for sewer operations negligence;

Interviews and recommends hiring of staff;
Prepares, revises, and proctors qualification exams for hiring and staff advancement;
Promotes career development through professional certifications and continuous training;
Develops and delivers presentations and attends meetings, conferences and workshops;
Serves as a member of the Public Works Management team;
Serves as the storm and sanitary sewer asset manager;
Attends the Public Works Asset Management Committee meetings;
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 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 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;
Thorough knowledge of the hydraulic equipment operations, maintenance and repair;
Thorough knowledge of municipal finance rules;
Knowledge of construction and building trades including carpentry, concrete, and plumbing;
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 prepare accurate and reliable reports containing budget projections, sewer designs, maintenance methods and materials, findings, conclusions and recommendations;
Ability to operate a computer using programs appropriate to assigned duties and responsibilities;
Ability to work cooperatively 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 civil, mechanical or environmental engineering or closely related field; and
Considerable experience in municipal sewer design and construction management; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

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 operate hand and power tools, clean and repair sewer collection systems and operate hydraulic cleaning equipment and controls;
Sufficient manual dexterity, which permits the employee to operate computerized equipment and hand and power tools;
Sufficient personal mobility, which permits the employee to operate machinery, move construction materials, and work in confined spaces.