

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB267 Sewer Utility Engineering Manager
POSITION #/TITLE: 0028 Sewer Utility Engineering Manager	Adopted: 01-13
	Revised: 05-14

POSITION DESCRIPTION

Dept/Division: Public Works/Engineering	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
Reports To Position #/Job Code #/JC Title: 1053/NB070/City Engineer	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: Reflective vest, hard hat	

General Statement of Duties

Plans, monitors and manages the sanitary sewer utility and storm water utility for the Engineering Division of the City's Public Works Department.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the staff, which develops plans for effective management of the two utilities with oversight of the City's Engineering Division – Sanitary Sewer and Storm Water Utilities, including Project Engineer, Civil Engineer and Engineering Technician positions. The Utilities Program Manager will also perform utility management through external consultants and coordinate with surrounding jurisdictions on regional utility issues including operation and funding.

Examples of Essential Work (Illustrative Only)

Plans, develops, supervises, evaluates and oversees the operational processes, procedures and functions of the Engineering Division's sanitary sewer and storm water utilities;
 Supervises Project Engineer, Civil Engineer and Engineering Technician Positions;
 Acts as City staff liaison to, and coordinates activities of the City's Storm Water Commission
 Develops and maintains 10-year operations and CIP plan for Storm Water (304) and Sanitary Sewer (655) CIP and coordinates with Project Engineer II – Capital Improvement Project for funding and implementation of said CIP Program;
 Develops 28E Cooperative Agreements with neighboring jurisdictions for regional utility issues, which cross corporate limits;
 Develops and maintains performance measurement and benchmarking to demonstrate utility effectiveness and create and implement associated process improvements;
 Develops and approves engineering reports, studies and preliminary designs for utility needs;
 Reviews final designs for implemented for capital improvement projects;
 Prepares request for proposals for engineers, contractors, consultants and vendors;

Oversees procurement of consultant engineering firms, including proposal review, interviews, and contract negotiation;
 Manages complex consulting engineering studies and final designs through bidding process;
 Conducts field reviews of on-going capital improvement projects to determine compliance with utility needs and goals;
 Plans, prepares, budgets and monitors annual capital improvement budgets for the sanitary sewer and storm water funds;
 Develops process improvements based upon interaction with construction staff and contractors implementing contracted Capital Improvement construction projects;
 Conducts project performance tests and recommends modifications to designs, specifications and materials requirements;
 Manages utility CIP construction projects with other City departments and serves as the department's liaison to respond to media contacts concerning CIP;
 Prepares and submits grant applications;
 Serves as department liaison with state agencies;
 Makes presentations to City Council
 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;
 Attends mandatory training sessions;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of public works engineering program management, including strategic planning and budgeting;
 Comprehensive knowledge of civil engineering principals and practices for the design, construction, maintenance and repair of bridges traffic, street, trails, storm water management, water and solid waste conveyance systems, and overall right-of-way management;
 Thorough knowledge of engineering design principles and practices;
 Thorough knowledge of financial principals and practices;
 Thorough knowledge of Federal aid processes;
 Thorough understanding of the eligibility or non- eligibility of project elements relative to projects' funding or grant agreements;
 Ability to plan, develop and interpret construction plans and specifications;
 Ability to prepare accurate and reliable reports containing engineering calculations, construction designs, plans and specifications, findings, conclusions and recommendations;
 Ability to plan, organize and manage engineering and design projects;
 Ability to prepare accurate and reliable reports containing findings, conclusions, 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 regulatory agency officials, engineers, other City employees, and the public 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 civil engineering (required) and Master's in Business Administration or Construction Management (preferred); and Considerable experience in public works engineering, design and construction management, and financial 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.

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 inspect a wide variety of engineering and construction projects on site and review a variety of written materials;

Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;

Sufficient personal mobility, which permits the employee to inspect engineering and construction projects.