

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB372 Utilities Engineering Manager
POSITION #/TITLE: 0005 Utilities Engineering Manager	Adopted: 10-07
	Revised: 05-14

POSITION DESCRIPTION

Dept: Utilities	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 20
Reports To Position #/Job Code #/JC Title: 2430/NB356/Utilities Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Manages and evaluates the development, design, budgeting, bidding and implementation of engineering and construction projects for the Utility's Water and WPC Divisions. Manages private development review and permitting; customer service; and serves as a member of the Utilities management team.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over staff performing the work of development engineering review, construction, and right-of-way utilization; management of the water distribution system; Water and WPC Capital Improvement planning, budget development, administration, and project management, and selection and management of external consulting staff.

Examples of Essential Work (Illustrative Only)

- Plans, develops, assigns, schedules, motivates, counsels, and evaluates the work of engineering, design, bidding, construction inspection and support personnel;
- Plans, develops, supervises and evaluates the operational processes, procedures and functions of the department's development planning and review programs;
- Develops and administers policies and procedures for work activities, projects, plans and programs;
- Plans, prepares and monitors budgetary activities for Water and WPC construction and capital improvement activities;
- Develops and manages consulting engineering and construction projects;
- Manages and documents Water and WPC engineering and development processes and compliance activities;
- Plans, develops and supervises the department's consultant management program and monitors compliance with department and contract;
- Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of office and management systems;
- Serves as department liaison with state agencies as related to Water distribution, Water and WPC construction projects;
- Monitors the activities of developers, engineers and consultants in the department's engineering area;

Manages and coordinates the implementation and continued use of cost tracking systems and continuous improvement processes;
 Assists in City response on economic development issues;
 Represents the department and City in mediation settlements;
 Represents the City at eminent domain proceedings for Utility projects;
 Serves as Department Lead in procuring consultant engineering firms, including preparation of proposals, interviews, and contract negotiation;
 Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, time lines and engineering and development services;
 Manages the development of purchasing specifications and requests for proposals for the purchase of engineering, construction and water distribution equipment and materials;
 Reviews, analyzes and manages technical data and maintains engineering, design, contract and specification records;
 Oversees Utility GIS management programs that support the City's infrastructure;
 Serves on the Utilities management team and recommends Capital Improvement, and planning projects;
 Oversees grant preparation and submittals as related to Water and WPC CIP projects;
 Serves as spokesperson to news media in addition to Utilities Director;
 Approves departmental expenditures;
 Develops and prepares City Policy and Ordinances relating to Water development and distribution activities;
 Develops and delivers reports and presentations to City Council and public groups concerning policies, projects and regulatory compliance issues;
 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 the principles and practices of water and wastewater engineering program management, including strategic planning, budgeting and personnel administration;
 Comprehensive knowledge in the design, construction and maintenance of water and wastewater systems;
 Comprehensive knowledge of civil engineering principals and practices for the design, construction, maintenance and repair of water and wastewater production, treatment, and conveyance systems,;
 Thorough knowledge of engineering design principles and practices;
 Good knowledge of financial principals and practices;
 Good knowledge of ordnances and policies as related to water distribution development and implementation;
 Ability to train, mentor, assign, motivate, supervise and evaluate the work of others;
 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 possess a strong participating management style in a team environment;
 Ability to communicate effectively and establish and maintain working relationships with and communicate effectively with regulatory agency officials, maintenance personnel, engineers, electronic technicians, other City employees, supervisory personnel, 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 and the demonstration of mature engineering judgment in a proactive performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in civil or environmental engineering, or other related field; and
Extensive experience in water and wastewater engineering, design and project 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 plans, specifications and projects;
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.