

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB201 Utilities Environmental Manager
POSITION #/TITLE: 0806 Utilities Environmental Manager	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept: Utilities	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 18
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: Very Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Requires use of SCBA
Personal Protective Equipment: Eye, Head, Foot, Respirator, Gas Monitor	

General Statement of Duties

Manages and evaluates the environmental and safety programs and activities for the City's utilities; provides interdepartmental coordination of environmental compliance for community issues, including participation in SMART growth development initiatives; oversees utilities safety management program; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the classifications of Environmental Specialists, Utilities Safety Manager, and Utilities Quality Assurance Officer.

Examples of Essential Work (Illustrative Only)

Manages the activities of the Utilities environmental and safety sections, evaluation of programs, systems and standards, and compliance with governmental laws, codes and regulations, and personnel functions; Manages the water pollution control industrial pretreatment program utilizing staff input, including the review of discharge applications, permitting, surveillance, inspecting and reporting activities; Manages compliance activities for all environmental and safety requirements for the Water Pollution Control and Water facilities;

Advises the Utilities Director in matters related to Safety and Regulatory services provided by the City of Cedar Rapids;

Coordinates departmental activities with other City departments, other governmental entities, contractors, developers, and the utilities' customers;

Coordinates with City Attorney and drafts City response to EPA or DNR requests or actions;

Serves as Public Information Officer for Utilities Department in the absence of the Utilities Communications Coordinator;

Represents Utilities Department during interactions with local, state, and national agencies;

Provides written and oral arguments during rulemaking and administrative hearings; composes and communicates policy analysis papers concerning proposed legislation and regulation, outlining the impact on utilities;

Coordinates economic development and planning activities for Utility services and programs with the Community Development Department, Development Services (including the Economic Development Liaison), Metropolitan Economic Alliance, and private developers; leads and/or coordinates community projects with environmental considerations;

Manages water and water pollution control facility security system utilization, oversight and policy development;

Plans, assigns, schedules, motivates, counsels and evaluates the work of assigned staff;

Manages sanitary and storm sewer system sampling and flow monitoring activities, coordinates these activities with the Public Works Department/Engineering and Public Works Maintenance Divisions;

Reviews and analyzes methods, equipment used and performance to implement or recommend implementation of utilities systems;

In conjunction with Industrial pretreatment Program staff, serves as Utilities liaison to industrial users and approves monthly contributor reports and determines charges for special sewer rental accounts;

Develops service agreements with contributing cities and other agencies;

Determines treatment costs from sampling data, and recommends rate structures and participates in the development of revenue budgets;

Develops and maintains Utility Cost of Service Models in cooperation with Utility Business Manager; including WPC financial planning and projection of revenues;

Evaluates the treatability of industrial wastes, recommends approval or denial of requests for waste acceptance and assists in the determination for the proper method of disposal;

Responds to odor complaints and investigates possible unauthorized or illegal discharges into the sanitary or storm sewer system;

Coordinates Water and Wastewater regulatory and legislative priorities with the City's legislative coordinator;

Serves as Utilities liaison to City's grant development team;

Coordinates pretreatment enforcement activities and maintains confidential records;

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;

Develops and delivers presentations and attends meetings, conferences and workshops;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the engineering principles, practices and techniques for water and wastewater treatment;

Comprehensive knowledge of the principles, practices and procedures used in monitoring water and airflow dynamics;

Comprehensive knowledge of environmental laws and regulations for industrial pretreatment, air pollution, water quality, hazardous materials and public information;

Comprehensive knowledge of statistical research and analysis;

Thorough knowledge of the principles, practices and techniques for effluent metering, sampling and analysis;

Thorough knowledge of the principles, practices and procedures used in monitoring stream flow, conducting groundwater analysis and developing meteorological sensing facilities;

Thorough knowledge of remote sensing and communication equipment operation and maintenance;

Thorough knowledge of hydrological and hydro geological theories and principles;

Thorough knowledge of the principles and practices of public administration, including knowledge of planning and economic development as they relate to municipal utilities;
Good knowledge of the principles, practices and techniques used in plant security systems;
Good knowledge of the principles, practices and techniques of process safety programs utilized for municipal utilities;
Ability to supervise and conduct wastewater metering, sampling, safety, and analytical activities;
Ability plan, supervise and negotiate enforcement actions;
Ability to communicate effectively and maintain working relationships with other City employees, laboratory personnel, solid waste management staff, State and local officials and the public both orally and in writing, using both technical and non-technical language, including communications in the role of Public Information Officer;
Ability to prepare accurate and reliable reports containing statistical analysis, biological and chemical terminology, flows, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to use logical and creative thought processes to develop solutions in accordance with regulatory and legal requirements;
Ability to perform a wide variety of assigned tasks with accuracy and speed under the pressure of time-sensitive deadlines;
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 environmental engineering, environmental science, chemistry, biology or closely related field; and
Considerable experience managing or conducting industrial environmental monitoring and enforcement programs and direct responsibility for regulatory affairs, preferably with a larger municipal utility system;
or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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None

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 monitor wastewater pretreatment activities, collection of samples and analyze laboratory results;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer keyboards and take environmental samples from a variety of field conditions;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to monitor a variety of industrial activities.