

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB203 WPC Maintenance Manager
POSITION #/TITLE: 0462 Water Pollution Control Maintenance Manager	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept/Division: Utilities/Water Pollution Control	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 2431/NB373/WPC Plant Manager	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, Job Fit Assessment, MS Word and Excel test
Personal Protective Equipment: Eye, Hand, Head, Foot, Hearing, Respirator, Protective Clothing, Gas Monitor	

General Statement of Duties

Manages and evaluates the maintenance activities and programs for the City's water pollution control plants and facilities; 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 all Water Pollution Control maintenance staff. Supervision is exercised over other WPC staff in the absence of their respective Manager.

Examples of Essential Work (Illustrative Only)

Plans, coordinates and supervises the maintenance and repair processes, procedures and functions of the City's water pollution control facilities;

Plans, assigns, schedules, motivates, counsels and evaluates the work of facility maintenance personnel;

Coordinates maintenance activities with operators and maintenance supervisors and specialists;

Develops and administers budget for maintenance functions and capital equipment acquisition;

Reviews and analyzes methods, equipment used and performance to implement or recommend implementation of water pollution control quality improvement systems;

Plans and coordinates maintenance functions with contractors during capital improvement projects

Plans and coordinates special projects and equipment changes;

Plans and coordinates the asset management program for the WPC facilities;

Manages response programs for emergency maintenance activities;

Develops specifications and manages contracts for outsourced maintenance functions;

Develops purchasing specifications, request for proposals and professional service contracts for the purchase of goods and services in accordance with Purchasing Services rules and regulations;

Monitors and ensures quality of services provided by contractors, consultants and vendor products;

Develops policies and procedures for work practices;

Develops safety and training programs;

Prepares and reviews internal and regulatory reports and data;

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 meetings, conferences and workshops;
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, practices, procedures, equipment and materials used in the operation of water pollution control plants and receiving systems or similar industrial processing plants;
Comprehensive knowledge of occupational hazards and necessary safety precautions applicable to water pollution control, or similar industrial materials storage, treatment and discharge systems;
Comprehensive knowledge of the chemical and physical processes for wastewater treatment, or similar industrial materials treatment;
Ability to schedule, prioritize, direct, supervise, motivate and evaluate the work of others;
Ability to read and interpret blueprints and engineering designs for water treatment and plant maintenance activities;
Ability to coordinate and optimize maintenance services with plant maintenance functions;
Ability to evaluate the impact of construction projects on maintenance functions and plan new or modified maintenance processes to address the changes required;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, contractors, engineers, regulatory agency officials and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing water pollution control maintenance data, equipment specifications and design, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to effectively utilize a computerized maintenance management system for work flow, equipment evaluation, and asset management;
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 construction management, engineering or related field; and
Considerable experience in water pollution control or industrial equipment maintenance; 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

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 observe, monitor and evaluate water pollution control plant equipment, maintenance operations, and control mechanisms;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate maintenance tools and equipment and automated and production control mechanisms;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect production facilities, maintenance projects and equipment.