

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB204 WPC Maintenance Specialist
<b>POSITION #/TITLE:</b> 0799 Water Pollution Control Maintenance Specialist	<b>Adopted:</b> 07-97 <b>Revised:</b> 01-08

<b>POSITION DESCRIPTION</b>
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<b>Dept/Division:</b> Utilities/Water Pollution Control	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11
<b>Reports To Position #/Job Code #/JC Title:</b> 0462/NB203/WPC Maintenance Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Requires use of SCBA
<b>Personal Protective Equipment:</b> Eye, Hand, Head, Foot, Hearing, Respirator, Protective Clothing, Gas Monitor	

<b>General Statement of Duties</b>
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Plans and conducts analysis, investigation and quality control assurance activities for the water pollution control maintenance program; Develops and implements work flow process; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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- Plans, coordinates and maintains quality assurance of cross divisional maintenance schedules, projects and operations;
- Plans, organizes and supervises the repair, overhaul, and maintenance of water pollution control plants and facilities during the absence of other maintenance supervisors;
- Coordinates annual, monthly and weekly work schedules and plans special projects with the Operations, Maintenance, Preventive Maintenance and Repair and Overhaul Supervisors;
- Establishes, directs and monitors job priorities on a daily basis for coordination of cross divisional maintenance activities;
- Monitors completion of job assignments to ensure compliance with quality standards and instructions and revises instructions and time frames as necessary;
- Reviews equipment failures to determine cause, recommends repair technique and anticipates preventative actions for other plant operations;
- Prepares bids and bid specifications and coordinates contract maintenance activities;
- Purchases or orders supplies necessary for inventory, shutdowns and overhauls;
- Conducts project design and monitors for completeness of specification requirements;
- Develops standardized equipment, maintenance, inventory, repair and inspection forms to ensure systematic repair and inspection of equipment and facilities;
- Administers the computerized maintenance management system (CMMS);

Administers contracted services and monitors expenditures;  
Supervises, guides, trains and develops individuals working in the shop office;  
Conducts safety inspections and ensures environmental and safety regulations are met;  
Performs all work duties and activities in accordance with City policies, procedure and safety practices;  
Attends meetings, conferences and workshops;  
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 water pollution control operational maintenance and repair;  
Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;  
Comprehensive knowledge of water pollution control maintenance, mechanical and operational trades;  
Thorough knowledge of pumps, hydraulic devices and machinery used to receive and treat waste water effluent and discharge treated water;  
Comprehensive knowledge of administering computerized maintenance management system (CMMS);  
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 water pollution control facilities;  
Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, contractors, and the public;  
Ability to prepare accurate and reliable reports containing maintenance activities, operational needs, findings, conclusions and recommendations;  
Ability to operate a personal computer using program applications appropriate to assigned duties and 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 an Associate's Degree in Engineering Technology, electronic or related field; and  
Considerable experience in water pollution control facilities maintenance; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

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 operate hand and power tools, clean and repair facilities and operate water pollution control facility controls;  
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power tools;  
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate machinery, move construction materials, and work in confined spaces.