

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB205 WPC Operations Manager
<b>POSITION #/TITLE:</b> 0315 Water Pollution Control Operations Manager	<b>Adopted:</b> 07-97
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Utilities/Water Pollution Control	<b>Manager Level:</b> Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 16
<b>Reports To Position #/Job Code #/JC Title:</b> 2431/NB373/WPC Plant Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Controlled
<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, Gas Monitor	

<b>General Statement of Duties</b>
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Manages and evaluates the operational programs and activities for the City's Water Pollution Control plant and facilities; 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 judgement and initiative. Supervision is exercised over the work of all water pollution control operational personnel.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, coordinates, supervises and evaluates the operational processes, procedures and functions of the City's Water Pollution Control plant and facilities;

Plans, assigns, schedules, motivates, counsels and evaluates the work of plant operational personnel;

Coordinates operational activities with information, laboratory and maintenance managers;

Plans and coordinates plant operations with contractors during capital improvement projects

Prepares and monitors budgetary, collective bargaining and planning activities for water pollution control plants and facilities;

Manages the plant SCADA system including programming updates, develops control strategies, and reviews new control systems.

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

Manages ash landfill, monitors inspections and ensures landfill compliance with environmental regulations;

Plans and coordinates special projects and operational changes;

Coordinates and serves as primary responder to emergency operation activities;

Develops purchasing specifications, request for proposals and professional service contracts for the purchase of goods and services;

Monitors and ensures cost effectiveness and quality of products and services provided by contractors, consultants, utilities and vendors;

Monitors and develops policies and procedures for work practices and safety programs;

Prepares and reviews internal and regulatory reports and data;

Interviews applicants and manages the hiring process;  
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;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of Federal and State environmental, health and safety laws and regulations;  
Comprehensive knowledge of the principles, practices, procedures, equipment and materials used in the operation of water pollution control plants, and associated facilities;  
Comprehensive knowledge of occupational hazards and necessary safety precautions applicable to water pollution control plant and facilities operation and maintenance;  
Comprehensive knowledge of the chemical and physical processes for water treatment;  
Comprehensive knowledge of SCADA systems as used in water treatment processes;  
Ability to analyze water pollution control plant operations and performance requirements;  
Ability to schedule, prioritize, direct, supervise, motivate and evaluate the work of others;  
Ability to read and interpret blueprints and engineering designs for operations, water treatment and plant maintenance activities;  
Ability to communicate effectively and maintain effective 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 operational data, regulatory data, 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 a Bachelor's Degree in engineering, environmental science or a related field; and  
Considerable experience in supervising physical plant and water treatment operations; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Grade IV Wastewater Operator's License issued by the State of Iowa.

### **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, operations, and control mechanisms;  
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and automated and production control mechanisms;  
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect pollution control facilities, operational projects and equipment.