

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB208 WPC Repair/Overhaul Maintenance Supervisor
POSITION #/TITLE: 0015 Water Pollution Control Repair/Overhaul Maintenance Supervisor	Adopted: 07-97 Revised: 05-14

POSITION DESCRIPTION

Dept/Division: Division/Water Pollution Control	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 0462/NB203/WPC Maintenance Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
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, Face, Hand, Head, Foot, Hearing, Respirator, Protective Clothing, Gas Monitor	

General Statement of Duties

Supervises the installation, repair and overhaul of water pollution control operational equipment; does 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 equipment mechanics and maintenance repair workers.

Examples of Essential Work (Illustrative Only)

Plans, organizes and supervises the installation, maintenance, repair and replacement of City's water pollution control equipment;
Coordinates annual, monthly and weekly work schedules and plans special projects with the Water Pollution Control Maintenance Manager;
Supervises installation, maintenance and repair of mechanical equipment including conveyors, pumps, valves, piping systems and the incinerator;
Plans and supervises the repair and overhauls of large and small centrifuges pumps, piping systems, conveyors, centrifuges and belt filter presses;
Designs and supervises fabrication of parts and assemblies;
Establishes job priorities and time frames for equipment mechanics and maintenance repair workers;
Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
Maintains employee time sheets accurately and submits to the timekeeper;
Trains employees on equipment, task procedures, work standards and proper safety procedures;
Inspects water pollution control equipment noting areas that require attention and incorporates work into daily or weekly schedules;
Prepares bids and bid specifications and purchases or orders supplies necessary to complete assigned projects in accordance with Purchasing Services regulations;

Conducts project design and monitors for completeness of specification requirements;
Ensures that tools and equipment are maintained in good condition;
Maintains inventory of necessary parts for completion of projects;
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;
Wears and properly uses safety equipment including personal protective, fall protection equipment, self-contained breathing apparatus and gas detection equipment;
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 methods, practices, techniques, equipment, tools, materials and supplies used in water pollution control and treatment operational maintenance and repair;
Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;
Comprehensive knowledge of principles, practices, tools and materials used in pumps, centrifuges, filter presses, overhaul, maintenance and repair;
Thorough knowledge of the operation of tools used in water pollution control facility maintenance including micrometers, welders, cutting torches, torque wrenches, lathes, grinders and presses;
Thorough knowledge of construction and building trades including carpentry, concrete, and plumbing repairs and maintenance;
Thorough knowledge of plumbing principles to include pump installation and repair, pipe fitting, layout and design;
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 maintain working relationships with other City employees, supervisory personnel, the Water Pollution Control Operations and Maintenance Managers, equipment and maintenance personnel, contractors, subcontractors and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing maintenance and operation standards and performance, pumping and flow rates, 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;
Knowledge of OSHA permit-required confined space entry protocol, respiratory protection standards, right-know laws, CPR and First-Aid;
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 High School or a GED, supplemented by technical training in mechanics; and

Considerable experience in water pollution control or industrial equipment installation, overhaul, maintenance and repair; 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 operate hand and power tools, clean and repair facilities and operate water pollution control plant controls;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power tools and process equipment and controls;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate machinery, move construction materials, and work in confined spaces.