

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB184 Water Distribution System Manager
POSITION #/TITLE: 0002 Water Distribution System Manager	Adopted: 11-00
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 0005/NB372/Utilities Engineering Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Protective Clothing	

General Statement of Duties

Manages the water distribution system maintenance programs and activities for the City's water utility; 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 utility construction and vehicle maintenance staff.

Examples of Essential Work (Illustrative Only)

Plans, develops, supervises and evaluates the operational processes, procedures and functions of the City's water distribution system and vehicle maintenance activities;

Plans, assigns, schedules, motivates, counsels, and evaluates the work of water distribution system maintenance personnel;

Coordinates construction and maintenance activities with water distribution system maintenance supervisors;

Plans, prepares and monitors budgetary activities for construction and vehicle maintenance and replacement activities;

Assists the Water System Engineering Design Manager in reviewing and evaluating additions, repairs and replacements of pipe lines in the water distribution system;

Reviews and analyzes methods, equipment used and performance to implement or recommend implementation of construction and maintenance quality improvement systems;

Serves as liaison to internal and external customers and responds to requests for services and inquiries concerning policies, procedures, time lines and organizational goals;

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

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

Develops policies and procedures for work practice and safety programs;

Serves on the Water Utility management team and recommends Capital Improvement projects;

Monitors operations and ensures compliance with Federal, State and local laws, rules and regulations;

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 the principles and practices of water distribution system construction, installation, design and repair;
Comprehensive knowledge of the principles, practices, uses and capabilities of automotive and heavy equipment, including maintenance, repair and design standards;
Comprehensive knowledge of occupational hazards and safety standards for water distribution system construction and maintenance;
Thorough knowledge of water distribution requirements for fire protection, commercial and residential applications;
Ability to plan, organize and manage construction and vehicle repair maintenance activities;
Ability to plan, organize and monitor the water distribution system vehicle maintenance budget and purchasing activities;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, developers, contractors, vehicle and heavy equipment dealers, subcontractors and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing construction standards and data, vehicle maintenance standards, 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, Construction Management or related field; and
Considerable experience in water distribution system construction and vehicle repair and maintenance; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Grade III Water Distribution Operators and/or Grade IV Water Plant Operators License issued by the State of Iowa.
Valid Iowa Drivers 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 construction projects and equipment and automotive and heavy equipment repairs and maintenance parts and projects.
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate construction, automotive and heavy equipment.
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect construction projects and automotive and heavy equipment repairs and maintenance activities.