

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB295 Water Distribution System Supervisor
<b>POSITION #/TITLE:</b> 0010 Water Distribution System Supervisor	<b>Adopted:</b> 07-97
	<b>Revised:</b> 03-16

<b>POSITION DESCRIPTION</b>
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<b>Dept. ID/Division:</b> Utilities/Water	<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> 0002/NB184/Water Distribution System Mgr	<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> Medium	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Protective Clothing, Gas Monitor	

<b>General Statement of Duties</b>
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Supervises the construction, maintenance and repair program and activities for the City's water distribution system.

<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 water utility construction and maintenance staff and Utilities Inventory Technician. Serves in the absence of the Water Distribution System Manager.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and supervises the repair and maintenance of the City's water distribution system and related facilities and grounds, requiring state certification for activity oversight;  
 Establishes job priorities and time frames for assigned distribution staff;  
 Coordinates work with other construction projects in the City;  
 Provides supervision and direction to the inspectors of capital improvement projects and private developments;  
 Supervises the preventive maintenance, service, and repair activities of the distribution vehicles/equipment;  
 Plans and coordinates work schedules and special projects with the Water Utility Construction Manager;  
 Conducts maintenance duties for 28E agreements held between the Cedar Rapids Utilities Department and another governmental entities;  
 Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;  
 Assists Distribution Manager in monitoring operations and ensures compliance with Federal, State and local laws, rules and regulations;  
 Trains employees on equipment, tasks, procedures, work standards and proper safety procedures;  
 Assists in the development and administration of operating budgets and project accounting systems;

Supervises the repair and installation of water mains and service lines;  
 Supervises the implementation of pressure districts to assure consistent system pressure;  
 Inspects water production facilities noting areas that require attention and incorporates this work into daily or weekly schedules;  
 Serves as member of special project team for facility rehabilitation planning;  
 Prepares bids and bid specifications;  
 Purchases or orders supplies necessary to complete assigned projects;  
 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;  
 On emergency basis, drives tandem dump truck to haul materials to and from job sites;  
 Assists Distribution Manager with plans, assignments, schedules, motivating, counseling, and evaluating the work of water distribution system maintenance personnel;  
 Assigns and schedules personnel to attend internal training activities;  
 Serves in the absence of the Water Distribution System Manager;  
 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.

<b>Required Knowledge and Abilities</b>
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Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water distribution system construction, maintenance and repair;  
 Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures for water distribution, trenching and pressure systems;  
 Thorough knowledge of the operation of tools used in water distribution, construction and maintenance including backhoes, trench shoring cages, welders, cutting torches, valves and hydrants;  
 Thorough knowledge of construction and building trades including carpentry, concrete, hydraulic and plumbing construction and maintenance;  
 Ability to train, assign, motivate, supervise and evaluate the work of others;  
 Ability to read and interpret blueprints and construction specifications;  
 Ability to operate and instruct personnel in the operation of tools and machinery used in water distribution construction, maintenance and repair activities;  
 Ability to communicate effectively and maintain working relationships with the Water Distribution System Manager, supervisory personnel, maintenance, utility, stores and leak detection personnel, other City employees, 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 construction specifications, maintenances and repair components, 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.

<b>Acceptable Experience and Training</b>
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Graduation from High School or GED, supplemented by course work in construction management; and  
 Considerable experience in water distribution construction, repair and maintenance; and

Three years supervisory and/or lead worker experience; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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Valid Iowa Commercial Driver's License with appropriate endorsements and valid Medical Examiners Certificate.  
State of Iowa Grade III certification in water distribution or water treatment upon appointment or ability to acquire within one year of hire.

<b>Essential Physical Abilities</b>
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Requires the following, with or without reasonable accommodation:  
Clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to operate equipment and tools;  
Sufficient manual dexterity which permits the employee to operate equipment;  
Sufficient personal mobility which permits the employee to operate machinery, move construction materials, and work in confined spaces.