

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB299 Water Maintenance Specialist
<b>POSITION #/TITLE:</b> 1370 Water Maintenance Specialist	<b>Adopted:</b> 04-00
	<b>Revised:</b> 03-16

<b>POSITION DESCRIPTION</b>
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<b>Dept/Division:</b> Utilities/Water	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11
<b>Reports To Position #/Job Code #/JC Title:</b> 0674/NB181/Water Plant Maintenance Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-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> Knowledge & Skills Test, Pre-Employment Qualifications
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, 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 production maintenance program and well 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 judgement and initiative. Supervision is exercised over the work of maintenance, repair and overhaul personnel in the absence of the Water Plant Maintenance Manager.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and supervises the repair, overhaul, and maintenance of water plants and facilities;  
Plans, organizes and supervises the repair, overhaul, and maintenance of water wells, water well pumps and booster pumps and associated equipment;  
Plans, coordinates and maintains quality assurance of well preventative maintenance program, maintenance and rehabilitation schedules, projects and operations;  
Leads, trains and evaluates maintenance staff; assumes position of Water Plant Maintenance Manager when necessary;  
Coordinates annual, monthly and weekly work schedules and plans special projects with the Operations group;  
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 maintenance group;  
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 operations and repairs;  
Comprehensive knowledge of safety regulations, protocols, principals, practices, and procedures;  
Comprehensive knowledge of water well rehabilitation methods, pumps, hydraulic devices and machinery used in well and distribution booster station applications and maintenance;  
Comprehensive knowledge of the use, storage and hazards of gases and chemicals used in the treatment of water and water wells;  
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 the water department;  
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 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, or a related field; and  
Considerable experience implementing and maintaining maintenance programs for industrial wells and pumps, including supervisory responsibilities.

### **Required Special Qualifications**

Valid Iowa Commercial Driver's License (Class A) with HazMat and air brake endorsements upon appointment and valid Medical Examiners Certificate.  
Iowa Department of Natural Resources Pump Installer license within six months of appointment.

### **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 department controls;  
Sufficient manual dexterity, with or without reasonable accommodations, which permits the employee to operate hand and power tools;  
Sufficient personal mobility, with or without reasonable accommodations, which permits the employee to operate machinery, move construction materials, and work in confined spaces.