

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB181 Water Plant Maintenance Manager
POSITION #/TITLE: 0674 Water Plant Maintenance Manager	Adopted: 07-97
	Revised: 06-16

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 15
Reports To Position #/Job Code #/JC Title: 0230/NB190/Water Utility Plant Mgr	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
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, Respirator, Protective Clothing, Gas Monitor	

General Statement of Duties

Manages and evaluates the maintenance activities and programs for the City's water production plants and facilities; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all Water Utility maintenance staff. Supervision is exercised over other Water Plant staff in the absence of their respective Manager.

Examples of Essential Work (Illustrative Only)

Plans, coordinates and supervises the maintenance and repair processes, procedures and functions of the City's water production facilities;

Plans, assigns, schedules, motivates, counsels and evaluates the work of Plant maintenance personnel;

Coordinates maintenance activities with Operations and Maintenance staff;

Develops and administers budget for maintenance functions and capital equipment acquisition;

Develops and administers contracted services for water production buildings and grounds;

Develops and administers lime sludge hauling contracts and special contracts for lime sludge disposal;

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

Plans and coordinates maintenance functions with contractors during capital improvement projects

Plans and coordinates special projects and equipment changes;

Plans and coordinates the asset management program and computerized maintenance management system for the water production facilities;

Manages response programs for emergency maintenance activities;

Plans and coordinates repair activities at the 5-1 Dam and Hydroelectric Plant to include river buoy systems;

Develops specifications and manages contracts for outsourced maintenance functions;

Develops purchasing specifications, request for proposals and professional service contracts for the purchase of goods and services in accordance with Purchasing Services rules and regulations;
Monitors and ensures quality of services provided by contractors, consultants and vendor products;
Develops policies and procedures for work practices;
Develops safety and training programs;
Prepares and reviews internal and regulatory reports and data;
Conducts timely performance reviews and monitors performance and staffing needs;
Participates in community outreach, public education, and watershed environmental activities;
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.

Required Knowledge and Abilities

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water production and treatment operational maintenance and repair;
Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;
Comprehensive knowledge of water production, pumping and storage facility maintenance, mechanical and structural trades;
Thorough knowledge of the operation of tools used in water production and storage facility maintenance including micrometers, dial indicators, welders, cutting torches, torque wrenches and skid-loaders;
Thorough knowledge of construction and building trades including carpentry, concrete, electrical and plumbing repairs and maintenance;
Thorough knowledge of the hydro-electrical plant and dam operations, maintenance and repair;
Ability to schedule, prioritize, direct, 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 production, water storage and hydroelectric facilities;
Ability to communicate effectively and maintain working relationships with the Water Utility Plant Manager, Water Utility Operations Manager, electrical, instrument technicians and maintenance personnel, contractors, subcontractors, emergency response providers and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing production standards and performance, flow rates, findings, conclusions and recommendations;
Ability to perform a wide variety of assigned tasks with accuracy and speed under the pressure of time-sensitive deadlines;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to effectively utilize a computerized maintenance management system for work flow, equipment evaluation and asset management;
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 construction management, engineering or related field; and
Considerable experience in water production or industrial equipment 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 Treatment Certification issued by the State of Iowa or ability to attain certificate within one year or acceptable time frame based on eligibility criteria.

Valid Iowa Driver's 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 operate hand and power tools, clean and repair facilities and operate water distribution plant controls;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power tools;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate machinery, move construction materials, and work in confined spaces.