

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB067 Water System Engineering Design Manager
POSITION #/TITLE: 1695 Water System Engineering Design Manager	Adopted: 06-99 Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
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: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Hand, Reflective Vest, Foot, Hearing	

General Statement of Duties

Manages and performs engineering design and review functions of municipal water utility systems as required for the construction, operation and maintenance of these systems.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative of municipal water and wastewater utility systems.

Examples of Essential Work (Illustrative Only)

Manages and oversees the installation of water distribution system improvement projects to include water mains, booster stations and water storage tanks;
 Reviews and approves developer and in-house plans and specifications for water system improvement projects to ensure conformance with Iowa Department of Natural Resources and City design standards;
 Manages water distribution system capital improvement program (CIP);
 Develops specifications, designs and provides design review of in-house and contracted utility system improvement projects;
 Prepares requests for proposals for engineers, contractors, consultants and vendors;
 Manages preparation of plans and specifications for Water Distribution System Improvements and other municipal utility CIP Improvement projects;
 Reviews and coordinates work of Engineering Technicians;
 Manages distribution system maps and records with help of engineering group staff that reports to directly to this position;
 Develops and directs computer hydraulic modeling studies to evaluate distribution system conditions and develop distribution system enhancement strategies;
 Serves as a member of the Municipal Utilities Engineering Management team;
 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.

Required Knowledge and Abilities

Comprehensive knowledge of processes and equipment utilized in the treatment and distribution of water;
Ability to read and interpret applicable federal, state and local laws and regulations governing water supply treatment and distribution standards;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, contractors, developers, engineers, property owners and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing engineering calculations and specifications, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities to include hydraulic computer modeling of water distribution systems;
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 civil, mechanical or environmental engineering or closed related field; and
Considerable experience in water distribution system engineering design and construction; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Licensed as a Professional Engineer in the State of Iowa or as an Engineer-In-Training eligible for Certification within six months of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to perform engineering design and contract management tasks, observe and evaluate projects and processes and produce a variety of written and technical documents;
Sufficient manual dexterity, which permits the employee to operate computer keyboard and develop engineering designs and specifications;
Sufficient personal mobility, which permits the employee to inspect engineering and construction projects, including sites characterized by trenching and rough terrain.