

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB190 Water Utility Plant Manager
POSITION #/TITLE: 0230 Water Utility Plant Manager	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 18
Reports To Position #/Job Code #/JC Title: 2430/NB356/Utilities Director	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: 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, Respirator, Protective Clothing, Gas Monitor	

General Statement of Duties

Manages the operation and maintenance of 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 judgement and initiative. Supervision is exercised over the work of all water production staff.

Examples of Essential Work (Illustrative Only)

- Plans, develops, supervises and evaluates the operational processes, procedures and functions of the City's water production facilities;
- Plans, assigns, schedules, motivates, counsels and evaluates the work of plant operational, maintenance and laboratory personnel;
- Reviews water treatment operating and monitoring procedures to ensure compliance with regulatory standards;
- Monitors operational and treatment reporting requirements and authorizes reports and reporting data to state, federal and local regulatory compliance agencies;
- Coordinates operational and maintenance activities with Utility Operation and Maintenance managers;
- Manages and coordinates the implementation of Total Quality Systems for the Water Utility Plant section;
- Plans, prepares and monitors budgetary activities for water production facilities;
- Reviews and analyzes methods, equipment used and performance to implement or recommend implementation of water production quality improvement systems;
- Serves as liaison to residential, commercial and industrial users and responds to production capability inquiries;
- Develops purchasing specifications, request for proposals and professional service contracts for the purchase of goods and services;
- Monitors and ensures quality of services provided by contractors, consultants and vendor products;
- Develops policies and procedures for work practices and safety programs;
- Serves on the Water Utility management team and recommends Capital Improvement projects;
- 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, practices, procedures, equipment and materials used in the operation of water production plants, water wells, water storage systems and hydroelectric generation;
Comprehensive knowledge of occupational hazards and necessary safety precautions applicable to water production, water storage and hydroelectric plant operation and maintenance;
Comprehensive knowledge of the chemical and physical processes for water treatment;
Comprehensive knowledge of regulatory standards applicable to drinking water;
Thorough knowledge of water production laboratory procedures and techniques;
Ability to analyze water production plant operations and performance requirements;
Ability to schedule, prioritize, direct, supervise, motivate and evaluate the work of others;
Ability to read and interpret blueprints and engineering designs for operations, water treatment and plant maintenance activities;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, and state and local elected officials, contractors, engineers, chemists and regulatory agency representatives, and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing chemical and engineering data, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
Ability to perform a wide variety of assigned tasks with accuracy and speed under the pressure of time-sensitive deadlines;
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 chemistry, engineering, business or a related field; and
Considerable experience in water production or water treatment; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Grade IV Water Operator's 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 water production plant equipment, water samples, and control mechanisms;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate production control mechanisms;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect production facilities and equipment.