



CITY OF CEDAR RAPIDS
invites applications for the position of:

WPC Operations Specialist

SALARY: \$64,105.60 - \$86,569.60 Annually

OPENING DATE: 08/30/22

DESCRIPTION:

Are you a wastewater professional who is skilled in process improvement, problem solving and project coordination? Are you experienced with training and collaborating with other employees for quality improvement? Do you have a passion for innovation and environmental safety? The City of Cedar Rapids is seeking to hire a Water Pollution Control (WPC) Operations Specialist to join our organization! At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community.

We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. *Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer (k.ulmer@cedar-rapids.org or 319-286-5138).*

What is in it for you?

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$63.88 per month for 2022! Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans (IPERS) with a 9.44% City contribution and 6.29% employee contribution
- 11 paid holidays per year
- Up to \$3,000 per year in educational assistance
- 4 weeks of paid parental leave
- Generous flex leave (paid-time off)
- Annual pay increases
- Typically receive annual cost of living increase depending on budget
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- Commitment to professional development
- View our non-bargaining Choice Plan Benefits Summary.

[Cedar Rapids - Why you should live here!](#)

About the position:

In this role, you will play a vital role ensuring our facility is future-ready and is at the forefront of process and quality improvement. You will help troubleshoot problems with the maintenance crew, train and work closely with other staff, vendors and contractors, oversee day-to-day processes and measurable along with ensuring chemicals necessary for completion of operational projects are readily available. If you have your Grade 3 Wastewater Operator's License and are ready for a rewarding, exciting and fulfilling career, join our team today!

Position Schedule: Monday-Friday 7:00am-3:30pm

Salary: \$64,105.60 annually to commensurate with experience
This position will be advertised until filled.

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids. The City of Cedar Rapids does not offer sponsorship for employment authorization.

EXAMPLES OF ESSENTIAL DUTIES:

- Monitors plant process performance, troubleshoots processes and equipment malfunctions, and directs necessary corrections
- Prioritizes and assigns tasks aligned with measuring, troubleshooting, and improving plant performance
- Oversees day-to-day processes and measurables
- Coordinates and plans scheduled shutdown activities
- Trains and works closely with staff, vendors, and contractors on planning new design methodologies and techniques
- Conducts pilot studies on quality improvement technologies, performs research on best-fit solutions, and oversees process development
- Tracks inventory of chemicals necessary for completion of operational projects
- Monitors supervisory control and data acquisition systems, databases, software, hardware, communication networks and the programmable logic controller fiber optic system; maintains graphic libraries for the supervisory control and data acquisition system
- Troubleshoots with maintenance on daily work functions
- Develops Standard Operating Procedures for plant processes
- Evaluates long term performance trends and develops corrective actions when required
- Serves as technical expert through WPC improvement projects, reviewing design documents and assisting engineering with the selection of equipment and treatment process enhancement
- Coordinates with the Construction Contractor to answer questions and facilitate operational needs
- Performs related work as required

TYPICAL QUALIFICATIONS:

Required Education and Experience

- Bachelor's degree from an accredited college and university in environmental science and
- Three (3) to five (5) years of experience in the wastewater industry or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- Valid U.S. Driver's License
- Grade III Wastewater Operator's License issued by the State of Iowa
- Grade IV Wastewater Operator's License issued by the State of Iowa within one year of hire

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cedar-rapids.org/>

Position #NB210- 08/30/2022
WPC OPERATIONS SPECIALIST
KU

101 First Street SE
Cedar Rapids, IA 52401
319-286-5000

k.ulmer@cedar-rapids.org

WPC Operations Specialist Supplemental Questionnaire

- * 1. Please briefly explain your experience in the wastewater industry.

- * 2. Do you currently possess a Grade III Wastewater Operator's License?
 - Yes
 - No

- * 3. Please list any other licenses or certifications you possess relevant to this position.

- * 4. Upon employment with the City of Cedar Rapids, any secondary employment outside of the position you are hired for must be approved by the Department Director as well as Human Resources Director. (See Section 2, Subsection 06 (2.06) of the City's Personnel Policy here: <https://bit.ly/CR-206>). Please initial below if you acknowledge that you would adhere to this policy if selected for this position.

- * 5. What are your salary expectations?

- * Required Question