



City of Cedar Rapids
Utilities Environmental Manager

SALARY	\$89,897.60 - \$125,819.20 Annually	LOCATION	WPC- 7525 Bertram Rd SE Cedar Rapids, IA
JOB TYPE	Full-Time	JOB NUMBER	NB201- 5/09/2023
DEPARTMENT	Utilities Departments	DIVISION	Water Pollution Control
OPENING DATE	05/09/2023		

The City of Cedar Rapids is seeking a Utilities Environmental Manager with strong leadership skills to guide a diverse Utilities Environmental & Laboratory team. This successful candidate will need to be knowledgeable in agriculture practices, be current and stay up to date with regulatory compliance, have strong customer service skills, possess knowledge of Cedar Rapids' watershed program, have skills in Process Safety Management (PSM) and Risk Management Planning (RMP), and have effective communication and presentation skills. If you are interested in serving our wonderful City and meet the skills needed for this position, please apply today!

At the City, we are committed to employing individuals who reflect our community's diverse backgrounds. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. 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 contact Katie Ulmer (k.ulmer@cedar-rapids.org or call 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 **\$75.38 per month for 2023! Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans (IPERS) (Download PDF reader) 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
- Public Service Loan Forgiveness – (The PSLF program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments while working full-time for a qualifying employer. See more info here.)
- 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 (Download PDF reader)

Cedar Rapids - Why you should live here!

About this Position

In this role you will lead the team and train on changes in environmental laws that would affect Cedar Rapids utilities water, wastewater, incinerator, and odorous air treatment. Additionally, you will answer questions about certified lab procedures and sample results.

Position Schedule: Monday-Friday 7:30am to 4:00pm

Salary: \$89,897.60 annually to commensurate with experience

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 Duties / Knowledge & Skills

- Participates as a Team member for economic development and growth-related activities for utility services and programs
- Coordinates the investigation into and respond to complaints
- Coordinates with water and wastewater regulatory and legislative priorities with the city's legislative coordinator on risks and quality
- Serves as Utilities liaison to City's grant development team and oversees successful grant funding requirements
- Approves monthly contributor reports and invoicing and determines charges for special sewer rental accounts; oversees pretreatment compliance and enforcement activities and maintains confidential records
- Participates in the development of revenue budgets; develops and maintains utility cost-of-service model; coordinates the financial planning and projection of revenues for the water pollution control
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations
- Evaluates the treatability of industrial wastes, recommends approval or denial of requests for waste acceptance
- Attends conferences, City and public meetings, and presents to agriculture groups
- Provides oversight and direction over environmental initiatives such as watershed nutrient reduction coordination, energy management and sustainability efforts
- General oversight and responsibility for the operation and results of a State certified lab
- Performs related work as required

Minimum qualifications & Requirements

Required Education and Experience

- Bachelor's Degree in science, environmental studies, environmental law, or related field and
- Five (5) to seven (7) years' experience with Industrial Pretreatment or Water and Wastewater treatment, including supervisory experience 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

Desired Qualifications

- Water, Wastewater, Collection Systems, or Distributions Systems Operating License issued by the Iowa Department of Natural Resources

Agency

Address

City of Cedar Rapids

101 First Street SE

Phone

319-286-5000

Cedar Rapids, Iowa, 52401

Website

<http://www.cedar-rapids.org/>

Utilities Environmental Manager Supplemental Questionnaire

***QUESTION 1**

Please briefly describe your experience with industrial pretreatment or water and wastewater experience.

***QUESTION 2**

Please briefly describe your supervisory experience.

***QUESTION 3**

Please list any certifications you hold that are relevant to this position.

***QUESTION 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.

***QUESTION 5**

What are your salary expectations?

* Required Question