



**CITY OF CEDAR RAPIDS**  
invites applications for the position of:

## **Water Meter Service Manager**

**SALARY:** \$67,953.60 - \$95,138.00 Annually

**OPENING DATE:** 02/28/23

### **DESCRIPTION:**

The City of Cedar Rapids is looking for its next Water Meter Service Manager to lead a hard-working and dedicated team. The Manager will possess leadership skills and the ability to think outside the box. We are looking for a candidate that will promote the core values of the City which are: We Serve Enthusiastically; We find a way; and We Team Up! If you have a background in water utilities with a strong knowledge in water meter service and you thrive in a team environment please consider this opportunity!

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](mailto: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 plan, organize, direct, and inspect the work of personnel involved in reading, installing, maintaining, replacing, and servicing residential, commercial, and industrial water

meters. Additionally, you will formulate and develop unit goals and objectives, manage lead personnel, and oversee day-to-day activities.

**Position Schedule: Monday-Friday 7:30am-4:30pm; Ability to respond to emergencies**  
**Salary: \$67,953.60 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:**

- Manages and evaluates the water utility's division customer field services including meter services, meter reading, and cross connection control programs
- Reviews plans and specifications, approves water meter, cross-connection control and fire sprinkler installations
- Handles customer complaints and conducts investigations on installation damages or other related issues
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations
- Coordinates department responsibilities and response for capital improvement projects and distribution system issues Manages the development of purchasing specifications, requests for proposals and professional service contracts
- Manages the development and maintenance of department SOPs, policies, and procedures
- Coordinates building maintenance and construction projects for the water division administration building within the facility; develops and administers building and grounds maintenance service contracts
- Performs related work as required

## **TYPICAL QUALIFICATIONS:**

### **Required Education and Experience**

- Associate degree in Business or a related field and
- Three to five years of experience in Water Operations, Water Distribution, Cross Connection Control or
- An equivalent combination of education and/or experience
- Supervisory experience
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office Suite
- Ability to work collaboratively with a diverse population

### **Required Licenses or Certifications**

- Valid U.S. Driver's License
- Cross-Connection Control Certification
- Grade II Iowa Water Distribution System Operator Certification
- Grade III Iowa Water Distribution System Operator Certification within one year of hire

### **Desired Qualifications**

- Supervisory experience in a union environment

## **SUPPLEMENTAL INFORMATION:**

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

Position #NB240- 02/28/2023  
WATER METER SERVICE MANAGER  
KU

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

[k.ulmer@cedar-rapids.org](mailto:k.ulmer@cedar-rapids.org)

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## **Water Meter Service Manager Supplemental Questionnaire**

- \* 1. Please briefly describe your experience in Water Operations, Water Distribution, and/or Cross Connection Control.
  
- \* 2. Please briefly describe your supervisory experience, including any in a union environment.
  
- \* 3. Do you currently possess a Grade II Iowa Water Distribution System Operator Certification?
  
- \* 4. Do you currently possess a Cross-Connection Control Certification?
  
- \* 5. 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.
  
- \* 6. What are your salary expectations?
  
- \* Required Question