



CITY OF CEDAR RAPIDS
invites applications for the position of:

Flood Control System Coordinator

SALARY: \$25.75- \$33.48 Hourly

DESCRIPTION:

The City of Cedar Rapids has an exciting job opportunity working for the City as the Flood Control System Coordinator. 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
- 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
- View our non-bargaining [Choice Plan Benefits Summary](#)

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

About the position:

In this role, you will work with the Flood Control System Manager along with Public Works staff and departments coordinating a variety of components for the City's flood control system. Project management activities are a critical part of this position.

Coordinates and manages a variety of components for the City's Flood Control System (FCS) Program, with key duties focusing on operations and management of the FCS system. Performs project management activities.

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

Salary: \$25.75/hour- Commensurate

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.

EXAMPLES OF ESSENTIAL DUTIES:

- Communicates with external entities including FEMA, US Army Corps of Engineers (USACE), and Iowa DNR regarding the FCS
- Manages and documents annual inspections required for compliance with the USACE levee safety program, ADA, and FEMA certification related to the FCS
- Develops and manages permitting program for the FCS right-of-way, and issues related permits
- Monitors projects, anticipating issues with scheduling, costs or other projects
- Assists with and inputs annual FCS budget; assists with grant applications
- Creates and maintains technical documentation and manuals for FCS operations and maintenance
- Coordinates private utility company work for construction activities
- Coordinates maintenance activities for Public Works, Utilities, and Parks and Recreation departments tasked with maintenance of the FCS
- Responds to citizen inquiries; communicates with the public regarding FCS project impact
- Prepares and issues required reports for funding partners
- Gathers, prepares and coordinates correspondences, reports, lists, files and other documents.
- Coordinates, schedules, and prepares agendas for associated FCS meetings; records meeting minutes; creates and distributes written minutes
- Prepares non-technical public outreach, Council and committee reports and documents
- Performs related work as required

Required Education and Experience

- Associate's Degree in Engineering Technology, Planning, Construction Management or related field and
- One (1) to three (3) years of experience related to civil engineering, flood plain management, levee inspection, technical writing, or related work 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