



City of Sioux City
Computerized Maintenance Management System
Coordinator (Civil Service)

SALARY	\$35.01 - \$47.92 Hourly \$72,828.91 - \$99,671.94 Annually	LOCATION	Wastewater Treatment Plant, 3100 S Lewis Blvd, Sioux City, IA
JOB TYPE	Full Time	JOB NUMBER	202600105
DEPARTMENT	Utilities Wastewater Treatment Ops	DIVISION	Utilities Treatment Operations
OPENING DATE	10/05/2026	CLOSING DATE	10/26/2026 11:59 PM Central

Description

The **Wastewater Treatment Plant (WWTP)** is seeking a **Computerized Maintenance Management System (CMMS) Coordinator** to join our team.

Under the direction of the WWTP Maintenance Supervisor, this position manages the application and operation of the CMMS to support equipment maintenance and inventory control at the wastewater treatment facility and lift stations. Responsibilities include maintaining asset and equipment records, coordinating preventive and corrective maintenance work orders, tracking labor and parts inventory, preparing reports, and providing CMMS training and support to maintenance and operations staff.

Under the direction of the WWTP Maintenance Supervisor, this position manages the application and operation of the CMMS to support equipment maintenance and inventory control at the wastewater treatment facility and lift stations. Responsibilities include maintaining asset and equipment records, coordinating preventive and corrective maintenance work orders, tracking labor and parts inventory, preparing reports, and providing CMMS training and support to maintenance and operations staff.

This position will work Monday through Friday, 7:00 a.m. - 3:30 p.m. Must be able to work outside normal working hours, including evenings, nights, weekends, and holidays, with on-call availability as needed.

Employees are required to reside within 30 miles of the City of Sioux City limits, including adjoining areas of Iowa, Nebraska, and South Dakota.

Required Qualifications:

Graduation from high school or GED and five years of experience in the mechanical or electrical maintenance field; or
An associates degree in Industrial Maintenance Technology, Mechanical Technology, Electrical Technology, Engineering Technology, Industrial Technology, Computer Information Systems, or a closely related field and three years of experience; or

Four years of experience working in a municipal or industrial wastewater treatment plant as an operator or mechanic; or
Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred Qualifications:

A bachelors degree in Engineering Technology, Industrial Technology, Mechanical Engineering, Electrical Engineering, Construction Management, Business Administration, or a related field.

Experience administering a CMMS in a municipal utility or industrial facility.

Experience with asset management, preventive maintenance programs, inventory control, purchasing, and work order management.

Certification as a Certified Maintenance & Reliability Professional (CMRP) or equivalent.

Special Requirements:

Must possess a valid driver's license throughout employment.

Must possess or obtain a State of Iowa Grade 1 Wastewater System Operator Certificate within 24 months of hire. After obtaining Grade 1 certification, must obtain a State of Iowa Grade 2 Wastewater System Operator Certificate within 24 months.

Equivalent certifications issued by another state may be accepted with written proof from the State of Iowa that the certifications are transferable.

Duties

- Establishes and maintains computer-based preventative maintenance program.
- Maintains detailed records of work performed and of time, material and parts expended.
- Maintains essential equipment maintenance records including a library of Operations and Maintenance (O&M) manuals.
- Coordinates with supervisors, maintenance personnel, and operations staff to oversee the administration and continuous improvement of the CMMS.
- Maintains the integrity of asset data, equipment records, preventive maintenance programs, work orders, and maintenance history to ensure accurate planning and reporting.
- Evaluates, prioritizes, and assigns corrective maintenance work orders based on equipment criticality, operational impact, and available resources.
- Establishes tracking and control numbers for malfunction reports, monitors warranty status and claims, and maintains detailed documentation of equipment failures, repairs, and warranty activity to optimize asset reliability, support budgeting, and improve overall maintenance effectiveness.
- Plans, organizes, and coordinates with WWTP Maintenance Supervisor, all maintenance work assignments to appropriate maintenance personnel; tracks labor, project progress, equipment history, and inventory records to support efficient operations and compliance with regulatory requirements.
- Establishes and maintains accurate parts inventory records; assigns control numbers, storage location, and shelf numbers.
- Assigns the amount of time required to perform maintenance tasks and periodic frequency for performance; evaluates completed work orders to determine appropriate time allowances.
- Develops safe and standard operating procedures for plant equipment and activities.
- Researches equipment for components and systems utilizing blueprints, one-line drawings, equipment manuals, bid documents, and other literature necessary to maintain accurate equipment history and performance records.
- Operates personal computer-based maintenance management programs; maintains input and output of maintenance information for the scheduling of maintenance.
- Prepares reports and summaries of work performed.
- Coordinates with equipment manufacturers and vendors regarding service and repair procedures, equipment operation, spare parts, and lubricants.

- Conducts routine audits of work orders, asset records, and inventory to ensure data integrity and compliance with internal procedures.
- Provides training and support to maintenance and operations staff on CMMS use, work order procedures, and documentation requirements.
- Supports regulatory reporting and documentation needs by providing accurate maintenance records and equipment history upon request.
- Coordinates lead times with upper management to ensure maintenance tasks, parts procurement, and project schedules align with operational and regulatory priorities.
- Implements standard maintenance principles and practices.
- Maintains equipment, tools and work area in a safe, clean and orderly condition.
- Maintains, updates, and implements plant-wide Safety Data Sheet (SDS) program.
- Responds to citizen concerns in a courteous and timely manner.
- Maintains regular and punctual attendance and working hours.
- Prepares to deal with a variety of emergency situations; administers and modifies flood watch system.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

Qualifications

Cognitive Demands, Skills and Abilities: Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge: Ability to use personal computer and perform complex data gathering and report writing functions; ability to understand, comprehend and utilize various software programs used in conjunction with daily operation of the Facility CMMS; ability to understand various electrical and mechanical terminology, schematics and mechanical components; ability to perform basic and complex mathematical functions and calculations with and without technological aides. Knowledge of the basic components of large pumps and motors; knowledge of inventory control procedures and planning functions. Thorough knowledge of automated process control systems, related software, operation and maintenance of plant equipment. Considerable knowledge of occupational hazards and safety precautions; ability to organize daily tasks and assignments. Knowledge of computer software and hardware including spreadsheet and word processing software; ability to prepare clear, concise reports; ability to evaluate and interpret engineering and other technical data.

Language Ability and Interpersonal Communication: Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City officials, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with citizens/customers, superiors, subordinates, other City employees, contractors, suppliers, and vendors; the ability to provide leadership in the implementation of the principles of work teams and process improvement.

Physical Requirements: The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with body, arms and/or legs.

Regularly lifts 25 pounds and occasionally lifts up to 50 pounds. Good physical condition.

Work Environment: Work is typically performed inside and includes being exposed to heat, noise, mechanical hazards, electrical hazards, atmospheric conditions that affect the respiratory system, confined spaces, and use of a respirator. Outdoor work will be required as necessary, including during all-weather environments. May visit locations within the community where environmental conditions differ from the plant environment. Travel in all types of weather extremes to attend training and/or organizes meetings, conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

Minimum Required Qualifications

Preferred Qualifications:

- Bachelor's degree in engineering technology, Industrial Technology, Mechanical Engineering, Electrical Engineering, Construction Management, Business Administration, or a related field.
- Experience administering a CMMS in a municipal utility or industrial facility.
- Experience with asset management, preventive maintenance programs, inventory control, purchasing, and work order management.
- Certification as a Certified Maintenance & Reliability Professional (CMRP) or equivalent.

REQUIRED QUALIFICATIONS AND ACCEPTABLE EXPERIENCE/TRAINING:

Required:

Graduation from high school or GED and five (5) years of experience in the mechanical or electrical maintenance field.

or

Associate's degree in Industrial Maintenance Technology, Mechanical Technology, Electrical Technology, Engineering Technology, Industrial Technology, Computer Information Systems, or a closely related field and three (3) years of full-time work experience

Employer

City of Sioux City

Address

405 6th Street

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Phone

712-279-6200

Website

<http://www.sioux-city.org>