

RESOLUTION NO. 2016 - \_\_\_\_\_

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR THE CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for Construction/Project Coordinator

**Section 2.** The salary range of the Construction/Project Coordinator shall be as follows, depending on experience:

Minimum	Midpoint	Maximum
\$42,382.90	\$52,978.62	\$63,574.34

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**APPROVED:**

\_\_\_\_\_  
Jill Dabbs, Mayor

ATTEST:

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Richard Chris Madison, Staff Attorney

**City of Bryant**  
**Construction/Project Coordinator - Proposed 16**  
**Job Description**

**Job Code:** 8000  
**Exempt:** No  
**Department:** Water Distribution  
**Reports To:** Director of Public Works  
**Location:** Water/Wastewater Department  
**Date Prepared:** March 08, 2012  
**Date Revised:** November 16, 2016

**GENERAL DESCRIPTION OF POSITION**

Responsible for construction inspections, water sampling, wastewater collection system grease trap program, safety, processes documentation, inventory and warehousing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains as-built plans of work completed and existing systems.
2. Investigates any illegal use of services.
3. Interacts with team members.
4. Regular and punctual attendance.
5. Attend committee meetings and may have to attend council meetings and make presentations as needed.
6. Performs any other related duties as required or assigned.
7. Develop and maintain a working relationship with all construction managers and/or professional engineers working for or installing utilities that will be owned by the City.
8. Responsible for locates from On-call.
9. Assist in developing annual budget.
10. Provides assistance to Public Works Director and Project Manager in managing special projects related to water distribution (new businesses, subdivisions, schools, and apartment complexes), upgrades to transmission lines and new city water/wastewater facilities.
11. Provides assistance to Water/Wastewater Superintendent on special projects as needed and assumes Water/Wastewater Superintendent's duties in his/her absence
12. Performs operations of heavy equipment such as backhoes, track hoes, dump trucks, etc. as needed.
13. Assists in planning methods and sequences of operations to facilitate addition, deletions, and modifications to the system.
14. Maintains accurate records of sewer system overflows and ADEQ records.

15. Obtains additional equipment and materials needed to complete a substantial water distribution/wastewater collections or meter reading operations project and during emergency situations.
16. Reviews plans and inspects field projects to ensure conformance to specifications.
17. Provides technical assistance with other City departments (Fire, Parks, Street) on matters pertaining to water/wastewater standards and maintenance and ensure compliance with Federal, State, and local water quality standards.
18. Confers with administrative and technical personnel to coordinate departmental activities.
19. Co-chairs safety committee for water and wastewater departments.
20. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

### **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Required to obtain Class 4 Water Distribution certification and Class 3 Wastewater Collection certification as directed by Department Head. Valid Arkansas driver's license or a license recognized by the state of Arkansas.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Class A CDL

**SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

**MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

**ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to

properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

### **WORKING CONDITIONS**

Disagreeable working conditions. Continuously exposed to several elements such as, noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to toxic or caustic chemicals, outdoor weather conditions; frequently exposed to work near moving mechanical

parts; and occasionally exposed to work in high, precarious places, extreme heat, vibration. The noise level in the work environment is usually very loud.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; and depth perception.

### **ADDITIONAL INFORMATION**

Not indicated.