

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 Water and Wastewater Superintendent

Section 2. The salary range of the Water and Wastewater Superintendent shall be as follows, depending on experience:

Minimum	Midpoint	Maximum
\$44,848.59	\$ 56,060.74	\$ 67,272.89

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
Water and Wastewater Superintendent - Prop 16
Job Description

Job Code: 8000
Exempt: Yes
Department: Water Distribution/ Wastewater Collection
Reports To: Director of Public Works
Location: Water/Wastewater Department
Date Prepared: March 08, 2012
Date Revised: November 17, 2016

GENERAL DESCRIPTION OF POSITION

Responsible for installation, repair and maintenance of water distribution and wastewater collection systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the supervision of a team of 8-15 Water and Wastewater employees to include, scheduling, discipline, hiring, evaluating and training. This duty is performed daily, about 10% of the time.
2. Investigates any illegal use of services. This duty is performed weekly, about 2% of the time.
3. Develop and maintain a working relationship with all Public Works operations coordinators working on installing, repairing and maintaining water distribution and wastewater collection systems. This duty is performed daily.
4. Assist with developing annual budget. This duty is performed daily, about 4% of the time.
5. Provides assistance to Public Works Director and Construction/Project Manager in managing special projects related to water distribution, upgrades to transmission lines and new city water/wastewater facilities. This duty is performed daily, about 10% of the time.
6. Performs operations of heavy equipment such as backhoes, track hoes, dump trucks, etc. as needed. This duty is performed daily, about 1% of the time.
7. Assists in planning methods and sequences of operations to facilitate addition, deletions, and modifications to the system. This duty is performed daily, about 3% of the time.
8. Maintains accurate records of sewer system overflows and ADEQ records. This duty is performed daily, about 2% of the time.
9. Obtains additional equipment and materials needed to complete a substantial water distribution/wastewater collections or meter reading operations project and during emergency situations. This duty is performed daily, about 2% of the time.
10. Reviews, plans, coordinates and inspects field work for installs, repair and maintenance to ensure conformance to specifications and timely completion. This duty is performed daily, about 1% of the time.

11. 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. This duty is performed daily, about 2% of the time.

12. Confers with administrative and technical personnel to coordinate departmental activities. This duty is performed daily, about 50% of the time.

13. Co-chairs safety committee for water and wastewater departments. This duty is performed daily, about 2% of the time.

14. Ensures that iWorqs is updated thoroughly and accurately for all work performed. This duty is performed daily, about 2% of the time.

15. Performs any other related duties as required or assigned. This duty is performed weekly, about 1% of the time.

16. Regular and punctual attendance. This duty is performed daily, about 10% of the time.

17. 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 the department head. Valid Arkansas CDL Class A drivers license or a Class A CDL drivers license recognized by the State of Arkansas

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

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.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Water Distribution and Wastewater Collection

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 \$150,000 to \$1,000,000.

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.