

Construction/Project Coord/CFPM JESAP Profile	
Department Name For This Position: Public Works	Position Reports To: Public Works Director
Physical Location For This Position: Public Works	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No

General Description

Responsible for construction inspections, water sampling, wastewater collection system grease trap program, safety, processes documentation, inventory and warehousing. Provide for and maintain all certified documentation for the City's Certified Floodplain Management. Review all proposed development plans for verification on accuracy to current floodplain requirements.

Essential Duties and Responsibilities

Maintains as-built plans of work completed and existing systems

Investigates any illegal use of services

Attends committee meetings and may have to attend council meetings and make presentations as needed

Develops and maintains a working relationship with all construction managers and/or professional engineers working for or installing utilities that will be owned by the City

Responsible for locates from On-call

Assists with developing annual budget

Provides assistance to Public Works Director and Public Works Engineer with managing special projects related to water distribution (new businesses, subdivisions, schools, and apartment complexes), upgrades to transmission lines and new city water/wastewater facilities

Provides assistance to Water and Wastewater Superintendents on special projects as needed and assumes Water and/or Wastewater Superintendent's duties in his/her absence

Performs operations of heavy equipment such as backhoes, track hoes, dump trucks, etc. as needed

Assists with planning methods and sequences of operations to facilitate addition, deletions, and modifications to the system

Maintains accurate records of sewer system overflows and ADEQ records

Obtains additional equipment and materials needed to complete a substantial water distribution/wastewater collections or meter reading operations project and during emergency situations

Reviews plans and inspects field projects to ensure conformance to specifications

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

Confers with administrative and technical personnel to coordinate departmental activities

Co-chairs safety committee for water and wastewater departments

Reviews FEMA provided Floodplain data to verify accuracy

Accumulates records and reviews developments within classified Floodplains Provides any needed City documents to FEMA/AFMA in regards to Floodplain Management

Performs any other related duties as required or assigned

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

0

How many supervisors report to this position?

0

How many employees, in total, report to the other supervisors?

0

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: No supervision.
- Responsibility For Funds, Equipment, Property, Etc.: Same as Degree 4, but loss would range from \$150,000 to \$1,000,000.

Education And Experience

- Education: 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.
- Experience General: 6 years related experience and/or training.
- Experience Management: 6 years related management experience.

Work Skills

- Analytical Ability/ Problem Solving: OVERSIGHT. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a GROUP OF EMPLOYEES engaged in WIDELY DIVERSIFIED ACTIVITIES.
- 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 MEDIUM ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.
- Supervision Received: Under general direction, WORKING FROM POLICIES AND GENERAL DIRECTIVES. RARELY REFERS SPECIFIC CASES to supervisor unless clarification or interpretation of the organization's policy is required.
- 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.
- Communication Skills: undefined
- Mathematical Skills: undefined
- Critical Thinking Skills: undefined
- 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.

Other Skills

undefined

Accountabilities

- 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: SMALL: Job creates a monetary impact for the organization from \$100K to \$1MM.
- Impact Of Job 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.

Certificates, Licenses, Registrations

Required

Required to maintain a Class 3 Wastewater Collection certification as directed by Department Head. Valid Arkansas driver's license or a license recognized by the state of Arkansas. Maintain a Certified Floodplain Manager license as required by AFMA and FEMA.

Preferred

Class B CDL

Contacts With Public and Employees

- Contacts With Employees: Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems that 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.
- Contacts With Public: 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.

Machines, Equipment & Computers

- 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, etc.)

Software Skills Required

Software Ability

- 10-Key: Basic
- Accounting: Basic
- Alphanumeric Data Entry: Basic
- Contact Management: Basic
- Database: Basic
- Enterprise Resource Planning: None
- Human Resources Systems: Basic
- Payroll Systems: Basic
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic

Other Software Skills

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never

- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: undefined
- Working Conditions: Disagreeable working conditions. Exposed to several of the elements in Degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

Physical Demands

Physical Activities

- Stand: Regularly
- Walk: Regularly
- Sit: Frequently
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Frequently
- Talk or hear: Regularly
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Occasionally
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: 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.

Additional Information

Core Competencies / Additional Info

Yet More Additional Info

undefined

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