

## **Water and Wastewater Analyst**

The City of Bryant is accepting applications for **Water/Wastewater Analyst**. Starting annual salary range \$63,095-\$78,869, commensurate with experience. Great medical and retirement benefits package included! Applications may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com) or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., April 28, 2022 or until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.*

## **GENERAL DESCRIPTION OF POSITION**

Under the general supervision of the Public Works Director, the incumbent will direct, manage, plan, coordinate and administer the improvement of the water distribution and wastewater collection systems; be engaged in strategic planning of water distribution and wastewater collection systems; oversee development and operation of budget; originate and develop complex ideas in new and undefined areas; and seek funding sources for expansion and development of city infrastructure.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages planning of water and wastewater infrastructure including scheduling projects, and budgeting.
2. Develops, implements, and manages system improvements as related to water distribution and wastewater collection systems.
3. Prepares budget requests and recommendations quarterly.
4. Supervises, makes recommendations, and conducts inspections of municipal water and wastewater improvement projects.
5. Creates, updates and implements the City's Master Plans for water and wastewater improvements.

6. Provides assessments and recommendations to the Public Works Director for immediate improvements to water distribution and wastewater collection systems.
7. Conducts regular project meetings with the appropriate consultants and engineers.
8. Responds to citizens' concerns and questions as they relate to water distribution and wastewater collection systems.
9. Demonstrates excellent customer service skills at all times, with contractors, public and City staff members.
10. Act as a representative of the City in regards to regional utility associations.
11. Oversight of programs and policies within all areas of the utility for improvement.
12. Maintains open communication.
13. Delegates authority and responsibility.
14. Designs and implements internal controls and audits in order to increase effectiveness and efficiency.
15. Actively maintains and/or secures all pertinent licenses and certificates of water distribution and wastewater collection systems
16. Ability to work over 40 hours per week, as needed.
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**

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

### **MATHEMATICAL SKILLS**

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced

statistical theory.

### **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**

Advanced education in water distribution and wastewater collection systems, related scientific/technical field, plus seven (7) years of progressively responsible water/wastewater industry experience in fiscal management or administrative management including five years of executive/senior level experience managing and directing an organization of 20 or more people engaged in technical operations.

Valid Arkansas Driver's License

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

Arkansas Water Treatment Grade 4 License  
Arkansas Water Distribution Grade 4 License  
Grade IV Wastewater Treatment Operator's License

### **SOFTWARE SKILLS REQUIRED**

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

### **INITIATIVE AND INGENUITY**

#### **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.

#### **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 large 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**

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.

### **RESPONSIBILITY FOR WORK OF OTHERS**

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 large group (16-25) of employees who are engaged in similar activities.

Supervises the following departments: Water and Wastewater

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above range from \$10,000,000 to \$25,000,000.

### **ACCURACY**

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

### **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.

Large. Job creates a monetary impact for the organization from \$10mm to \$50mm.

### **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**

Computer software programming, level ii technician support, project management; system analyst and comprehensive computer software support/help and/or web site development and connectivity.

### **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.

### **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, fumes or airborne particles, wet or humid conditions, risk of electrical shock; and occasionally exposed to work in high, precarious places, extreme cold, extreme heat, work with explosives. The noise level in the work environment is usually moderate.

### **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.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

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

**ADDITIONAL INFORMATION**

Not indicated