

Public Works Director

The City of Bryant is accepting applications for **Public Works Director**. Starting annual salary range \$77,977 – 97,471, commensurate with experience. Great medical and retirement benefits package included! Applications may be completed online at 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., March 5, 2021 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

Plans, directs and coordinates activities of the public works department, including water, water billing, wastewater, storm water, and streets by performing the following duties personally or through subordinate managers. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, manages, coordinates, supervises, and performs oversight of staff personnel assigned to Street Department, Storm water, Water Billing and Water/Wastewater Departments subject to ordinances and policies approved by the City Council and/or Mayor.
2. Responsible for and provides oversight to all budget activities, including the development of proposed budgets and ensuring compliance with budgets approved by the City Council, related to the Department of Public Works, including those budgets for the Street Department, Water Billing and Water/Wastewater Department.
3. The Director is responsible for management and enforcement of policies, procedures and recommendations for the Bryant Water/Wastewater Committee. The Director's recommendation will be the official staff recommendation of those departments. The Director shall consult with pertinent personnel and agencies to develop department recommendations as necessary.
4. Performs Street Department activities, to include the construction and maintenance of streets, curbs, gutters, and other improvements.

5. Performs operation and maintenance of the Water/Wastewater Department to include but not limited to: the city's sewer system, water system, water and sewer departments, sewage treatment facilities, and all other public operations, facilities, and functions incident thereto.
6. Performs oversight of all Public Works matters regarding planning, issuing of building permits, development of subdivisions, commercial properties, construction and maintenance.
7. Leads selection committee for professional consulting firms relative to projects undertaken by Public Works, specifically including those firms assisting with Street Department, Water/Wastewater Department.
8. Assumes direct responsibility for Public Works bid documents, is the custodian of said documents, and oversees all bid processes (i.e., including pre-bid and post-bid activities) as they pertain to projects undertaken by Public Works. Assumes responsibility for budgeting, scheduling, estimating, cost control and inspection of all capital projects undertaken by Public Works.
9. Assists the Human Resource Department in achieving compliance within Public Works with the City's policies and applicable laws. Assumes responsibility for employees training in Public Works. Refers department management problems and personnel actions, issues, and concerns promptly to the Mayor, City Council, and City staff designated by the Mayor.
10. Reviews status reports prepared by personnel and modify schedules or plans as required and provide said reports to the Mayor and City Council as required.
11. Coordinates project activities with activities of government regulatory or other governmental agencies.
12. Ensures for the public well-being, health, morale, and safety of Public Works personnel.
13. Demonstrates flexibility, creativity, and adaptability in the performance of job functions.
14. Functions effectively in a fast paced, complex environment and manages multiple priorities.
15. Performs Water Billing Department activities, to include the billing and collection for water, wastewater, storm water and other fees as applicable.
16. 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

Technical degree required in such disciplines as Computer Engineering, CPA, etc, plus 9 to 10

years related experience and/or training, and 8 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. 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. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. 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. Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Driver's License or a valid driver's license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Asset Management Planner

SOFTWARE SKILLS REQUIRED

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management 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 division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

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 and manages multiple departments through 3 to 5 supervisors who supervise 50+ employees who are engaged in diversified activities.

Supervises the following departments:

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

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

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 outdoor weather conditions, wet or humid conditions; frequently exposed to work near moving mechanical parts; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, 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 use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit; occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.