# AGENDA ITEM HISTORY SHEET

| ITEM TITLE | AGENDA NO. |
|---|---|
| Public Works Engineer | AGENDA DATE: |

**FUNDING CERTIFICATION** (Finance Director) (Signature, if applicable)

JS budget neutral for 2025 open to review again in 2026 w/ rate analysis

**MANAGEMENT STAFF REVIEW** (Signature)

**MAYOR** (Signature)

**ITEM HISTORY** (Previous Council reviews, action related to this item, and other pertinent history)

Public Works would like to hire a part time engineer. At one time PW had a full time engineer and then that became a City Engineer position which no longer exist. Currently PW contracts the engineer services. We would like to hire an internal PW Engineer to provide adequate and dedicated support solely to PW.

**ITEM COMMENTARY** (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

With various capital projects in all departments, future master plans and growing demands on infrastructure, PW would like to hire a part time engineer to help with internal review and consulting. Contracting engineer services has been good but we feel having a dedicated staff member would provide better operational efficiency and a more stringent check and balance for construction plan review, subdivision review and project review.

This is not a budgeted position for FY25 but the salary would be split between ST, W and WW reducing the impact on an individual budget and would be budget neutral due to staff shortages.

(This section to be completed by the Mayor)

**ACTION PROPOSED** (Motion for Consideration)

**RESOLUTION NO. 2025 - _____**

**RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR PART-TIME PUBLIC WORKS ENGINEER**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the 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 the position of part-time Public Works Engineer.

**Section 2.** The salary range for the part-time Public Works Engineer position shall fall within the range suggested by the most recently adopted compensation study. The current compensation study suggests the following updated salary range for the position:

| Minimum | Midpoint | Maximum |
|---|---|---|
| $74,373 | $92,966 | $111,559 |

**PASSED AND APPROVED this _____day of _____, 2025.**

**APPROVED:**

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

# Public Works Engineer

## JESAP Profile

| | |
|---|---|
| Job Grade: 26 | Job Code: |
| Job Group: | Job Family: |
| Department Name For This Position: Public Works | Position Reports To (Immediate Supervisors Title): Public Works Director |
| Physical Location For This Position: Public Works | This Position Is: Exempt |
| This position is safety sensitive: No | Security Sensitive: No |

## General Description

Responsible for complex and professional engineering work relating to project/construction activities in operations, installation, maintenance, repair, expansion, and relocation of public works infrastructure. Works with other department heads and the Mayor to resolve issues associated with projects in the city.

## Essential Duties and Responsibilities

Implements Public Works construction projects, which include the design of plans and specifications

Performs or oversees construction inspections for streets, drainage, sewer, and water projects

Prepares documents and budget requests

Assures as-built records of projects, and documents necessary changes for the operation and maintenance programs

Oversees the collection and maintenance of information regarding utility permits and street use permits

Monitors the effectiveness of all Public Works engineering programs and projects

Actively reviews procedures in regards to the safety, health, and hazard laws and regulations and monitors training needs

Oversees the extensive CAD/GIS mapping for city-wide inventory of infrastructure

Evaluates utilities capacity, and makes engineering recommendations to correct any deficiencies

Active member at Development Review Committee (DRC) and Water/Wastewater Commission

Analyzes trends, such as population and industrial growth of area being served to determine adequacy of current treatment plant facilities and to project community demands for future facilities

Develops plans to meet and serve expanding community needs

Inspects projects to confirm conformance to specifications and generates historically reporting

Confers with administrative and technical personnel and personnel to coordinate departmental activities

Evaluates new developments in materials, tools, and equipment to recommend or deny purchase

Prepares budget estimates based on anticipated needs

Maintains as-built plans of work completed Ability to interact with team members

Other duties as assigned

## Supervisory Responsibilities

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

3

How many supervisors report to this position?

0

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

Engineering Department

- Responsibilities For Work Of Others: Supervises a SMALL GROUP (3-7) of employees, usually of LOWER CLASSIFICATIONS. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of a non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.
- Responsibility For Funds, Equipment, Property, Etc.: REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron 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 would range form $1,000,000 to $10,000,000.

## Education And Experience

- Education: Five year technical degree (i.e. bachelors) or equivalent experience required. In such fields such as engineering, science, computer engineering, etc.
- Experience General: 9 to 10 years related experience and/or training.

- Experience Management: 8 years related experience and/or training.

## Work Skills

- 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.
- 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.
- Supervision Received: Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.
- Accuracy: Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and WOULD DEFINITELY 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.
- Communication Skills: undefined
- Mathematical Skills: undefined
- Critical Thinking Skills: undefined
- Mental Demand: HIGHLY INTENSE MENTAL DEMAND. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

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: LARGE: Same as Degree 2, except impact would range from $10MM to $50MM.
- 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

Baccalaureate Degree in engineering from an accredited Engineering Program. Professional Engineer Licensed in the State of Arkansas State Wastewater Class III License Possess a valid Arkansas Class D Drivers License during the duration of employment

Preferred

## 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 highly complex machines and equipment; specialized or advanced software programs.

## Software Skills Required

### Software Ability

- 10-Key: Basic

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

Other Software Skills

CAD, modeling software

## 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: Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exists (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

## Physical Demands

### Physical Activities

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

### Weight Lifted

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- 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).
- 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

| Created By: Charlotte Rue | Date Created: 12 March 2025 at 7:32:32 am |
|---|---|
| **Last Modified Date: 12 March 2025 at 9:36:00 am** | |