Public Works Director – The City of Bryant is accepting applications for **Public Works Director**. Starting annual salary $53,732 plus, commensurate with experience. Great 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., December 21, 2015 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

Develops and administers department goals, objectives, policies and procedures, subject to Council and/or Mayoral approval; plans, organizes, directs and coordinates activities of the public works department, including water, wastewater, and streets. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, manages, coordinates, supervises, and performs oversight of staff personnel assigned to Street Department and Water/Wastewater Departments subject to ordinances and policies approved by the City Council. Day-to-day employee supervision, and matters related to employee hiring, discipline, and termination in the Street and Water/Wastewater Departments will remain the function of the Public Works Director, subject to Mayoral approval. The Director will retain authority to intervene where deemed necessary to maintain good order and discipline and the mission of the Department, subject to Mayoral approval.

2. Responsible for and provides oversight of 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 and Water/Wastewater Department.

3. The Director is responsible for management and enforcement of policies, procedures and recommendations for the Bryant Street/Water/Wastewater Committee concerning matters before them. 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 oversight of Street Department activities, to include the construction and maintenance of streets, curbs, gutters, open ditches within right-of-ways, and other improvements. Analyzes trends such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for future facilities.

5. Performs oversight of the operation and maintenance of the Water/Wastewater Department to include but not limited to: the city's wastewater system, water system, water and wastewater departments, wastewater treatment facilities, water meter readers, and all other public operations, facilities, and functions incident thereto. Analyzes trends such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for future facilities. Develops plans to meet and serve expanding community needs, such as increasing capacity of water storage and filtration facilities, or arranging new sources of water supply.

6. Performs oversight of all matters regarding water, wastewater, and streets, development of subdivisions, commercial properties, construction and maintenance of public works.

7. Performs oversight of capital improvement projects initiated by other departments within the City of Bryant as directed by the Mayor, including but not limited to: supervision of professional service providers, technical assessment of project options and budgets, contract/construction management, and general project review.

8. Leads selection committee for professional consulting firms relative to projects undertaken by the Department of Public Works, specifically including those firms assisting with Street Department, Water/Wastewater Department and all other city capital projects.

9. Assumes direct responsibility for 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 the Department of Public Works. Assumes responsibility for budgeting, scheduling, estimating, cost control and inspection of all capital projects undertaken by the Department of Public Works.

10. Assists the Human Resource Department in achieving compliance within the Department of Public Works with the City's policies and applicable laws. Assumes responsibility for employees training in the Department of Public Works. Refers department management problems and personnel actions, issues, and concerns promptly to the Mayor or City staff designated by the Mayor.

11. Reviews status reports prepared by the project personnel and modifies schedules or plans as required and provide said reports to the Mayor and City Council as required.

12. Coordinates project activities with activities of government regulatory or other governmental agencies.

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. Regular and punctual attendance. Ability to work as needed.

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

Broad knowledge of streets, water, wastewater and other fields such as accounting, marketing, business administration, finance, etc. Ten years of related experience and/or training and at least 4 years of related management experience, or equivalent of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority:	$ 6,000,000
Funds, Property & Equipment Responsibility:	$50,000,000

SUPERVISORY RESPONSIBILITIES
Directly supervises 4 superintendents who supervise(s) a total of 31employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees, subject to mayoral approval; addressing complaints and resolving problems.

COMMUNICATION SKILLS
Ability to read, analyze, and understand the most complex documents; Ability to interact with team members; 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 City Council.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical solutions.

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.

SUPERVISION RECEIVED
Self directed to achieve company/organization goals. Reports to Mayor.

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 and 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 Mayor and/or City Council.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of highly complex machines and equipment; specialized or advanced software programs.

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.

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas Driver's License or valid driver's license recognized by the State of Arkansas, Water Distribution License Class IV, Wastewater License Class III.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Intermediate: Accounting, Alphanumeric Data Entry, Contact Management, Programming Languages, Spreadsheet, Word Processing/Typing
Basic: Database, Presentation/PowerPoint

ADDITIONAL INFORMATION
Not indicated.

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.

While performing the functions of this job, the employee is regularly required to talk or hear; and occasionally 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, 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.

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 frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, risk of electrical shock, vibration. The noise level in the work environment is usually moderate..