City Engineer

The City of Bryant is accepting applications for **City Engineer**. Salary for this position ranges between $78,813 - $98,516, depending on experience. Applications may be completed online at www.cityofbryant.com. A city application must be completed and submitted to be considered for this position. This position closes at 5:00 p.m., February 2nd, 2024 or will remain open 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 management'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 communicate 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 class will be evaluated as necessary should an incumbent t/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

GENERAL DESCRIPTION OF POSITION

Responsible for complex and professional engineering work relating to project/construction activities in operations, installation, maintenance, repair, expansion, and relocation of public works infrastructure. additionally, this position works with Planning, Code enforcement, the City Attorney, other Department heads and the Mayor to resolve issues associated with projects in the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Implements city wide construction projects, which include the design of plans and specifications.

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

3. Prepares documents and budget requests; administers adopted budget in assigned area of responsibility.

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

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

6. Monitors the effectiveness of all engineering programs and projects.

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

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

9. Active member at Development Review Committee (DRC) and provide support/attendance of MetroPlan, Planning Commission, and Water/Wastewater Commission.

10. 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.

11. Develops plans to meet and serve expanding community needs.

12. Inspects city wide projects to confirm conformance to specifications and generates historically reporting.

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

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

15. Prepares budget estimates based on anticipated needs of department and manages actual expenditures within approved budget.

16. Maintains as-built plans of work completed.

17. Ability to interact with team members.

18. Other duties as assigned by Mayor.

19. 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, 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
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 CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Advanced: Spreadsheet
Intermediate: Word Processing/Typing
Basic: Accounting, Database, Presentation/PowerPoint

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 a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

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 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.

ACCOUNTABILITY

FREEDOM TO ACT
Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

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.

Very large. Job creates a monetary impact for the organization from $50mm to $100mm.

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 major importance and failure to exercise proper judgment can lead to substantial 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
Regular use of highly complex machines and equipment; specialized or advanced software programs.

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

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 work near moving mechanical parts, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; frequently exposed to fumes or airborne particles; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals, vibration. The noise level in the work environment is usually 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 continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.