



Utility Construction Manager/Engineer *Job Description*

Job Classification: Exempt, Full-Time

Work Schedule: Monday through Friday, 7:00 a.m. to 4:00 p.m.

Reporting Relationship: General Manager

Department: Administration

Positions Supervised: All West Memphis Utility ("WMU") Departments as assigned by the General Manager

Primary Accountabilities:

The Assistant General Manager oversees all WMU departments and manages staff as assigned. This position provides high-level administrative support.

Essential Functions:

- Works as an on-site construction manager to ensure field superintendents have planned out repairs, bring correct tools and equipment to the job, and comply with all safety and Utility policies.
- Work with the Utility Engineering Department to reviews plans for compliance with Utility easement and ROW requirements and ensures plan reviews comply with policy checklists.
- Establishes effective working relationships and uses good judgment, initiative and resourcefulness when dealing with elected and appointed Officials, employees, project contractors, representatives of other governmental units, professional contacts, other WMU administrators, and the public.
- Assesses situations, solves problems, works effectively under stress, within deadlines, and in emergency situations.
- Effectively communicates ideas and concepts orally and in writing and making presentations in public forums.
- Works with the General Manager to implement programs and projects aimed at achieving departmental mission and long-term objectives. Assists in the overall planning, organization and management of all aspects of utility operations, including general administration, budgeting, planning, and policy development.
- Oversees the preparation of plans and specifications, engineering studies, cost estimates, and material procurement.
- Provides oversight for contracted utility projects, services, and purchases. Regularly inspects work sites to ensure progress and compliance with WMU standards of quality and contract terms and conditions.
- Maintains cooperative relations and coordinates department activities with peer agencies and other departments. Attends meetings, conducts research, compiles information, completes special projects and various reports, and makes presentations.
- Implements safety awareness programming in accordance with departmental policy and city, state and federal guidelines. Instructs employees on safety standards, precautionary procedures and departmental policies and procedures.
- Acts as department spokesperson and liaison, establishing and maintaining effective relationships with citizens, other employees, and other interests. Responds to public inquiries, investigates complaints, and initiates appropriate action.
- Performs additional duties, as assigned.

Required Qualifications:



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- A degree in Construction Management, Project Management or Civil Engineering is desirable, extensive on-site construction management experience will be considered in-lieu of a degree.
- Five (5) or more years of on-site construction experience including managing work crews.
- Management experience, required.
- Posses an Arkansas Class 4 Water Treatment License or complete the training to be awarded one in the quickest timeline possible, depending on the State training schedule.
- Posses an Arkansas Class 4 Water Distribution License or complete the training to be awarded one in the quickest timeline possible, depending on the State training schedule.
- Skilled in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to accept responsibility and account for his/her actions.
- Ability to perform work accurately and thoroughly.
- Ability to effectively present information publicly.
- Ability to use thinking and reasoning to solve a problem.
- Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Ability to communicate effectively with others using the spoken word.
- Ability to communicate in writing clearly and concisely.
- Ability to make critical decisions while following company procedures.
- Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Possessing the trait of being organized or following a systematic method of performing a task.
- Ability to find a solution for or to deal proactively with work-related problems.
- Ability to utilize the available time to organize and complete work within given deadlines.
- Ability to develop a vision for the future and create a culture in which the long-range goals can be achieved.
- Ability to identify and correct conditions that affect employee safety.
- Demonstrate poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to frequently reach with hands and arms.
- Ability to walk, stand, stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and ability to adjust focus.
- Ability to lift up to fifty (50) pounds, to team lift over fifty (50) pounds and push/pull up to one hundred (100) pounds.

Work Environment:

- Professional and deadline-oriented environment in an outdoor setting.
- Possible exposure to fumes or airborne particles, outside weather conditions, and moving object or mechanical parts.
- Noise level is typically quiet but can become loud on a project site.
- Interaction with staff and customers.



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- Although most work is performed within scheduled hours, some irregular hours on evenings, weekends, and holidays may be necessary.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.