

NOTICE OF JOB OPENING

November 8, 2023

JOB CLASSIFICATION: Engineering Manager

The Benton Utilities Engineering Dept. is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Pay Scale: \$114,000.00 to \$159,952.00

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available online at www.bentonutilities.com under the personnel tab.

Position will run until filled.



Engineering Manager Job Description

Department: Engineering
Pay Scale: \$114,000.00 to \$159,952.00
Exempt: Yes
Reports To: General Manager
Date Prepared: October 2, 2023
Date Revised:

Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

Direct and coordinate activities concerned with the operation of Benton Utilities by performing the following duties personally or through subordinate personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Communicate effectively with management personnel to establish standards for materials, planning documents, production, and quality control, and develop associated contracts, budgets, and cost controls. This duty is performed daily.
2. Assist in the development of policies, procedures and operations guides affecting Benton Utility operations and management, including personnel. This includes review and consideration of applicable local, state and federal regulations. This duty is performed monthly.
3. Review area development trends and oversee long range planning activities including studies of service area expansion requirements and projections, and the impact on Benton Utilities. This duty is performed monthly.
4. Monitor the progress of infrastructure construction and planning projects relative to budgetary and long-term capital improvements plans. Provide input to the process as necessary and report as required. This duty is performed weekly.
5. Oversee the design, development of plans, construction contracts, bidding and construction administration / observation of water, wastewater, electric and telecommunications projects. Negotiate adjustments as necessary to conform with budgetary, regulatory, Benton Utilities, and other applicable standards. This duty is performed daily.
6. Plan and direct departmental activities and establish work production priorities consistent with effective operations and utilization of available space, human resources, equipment, materials, and cost factors. This duty is performed weekly.
7. Make periodic on-site visits of work in progress adjusting work schedules and priorities to meet changing manpower requirements, equipment failure or operating problems. This duty is performed monthly.
8. Respond to emergency situations assigning manpower, materials, and equipment as appropriate. Assist employees including assuming job duties as necessary. This duty is performed as needed.

9. Meet or correspond with government or regulatory officials, customers, construction and engineering personnel, department managers, vendors, etc. addressing requests, problems, complaints and any other needs. This duty includes development of reports and presentations as required. This duty is performed daily.
10. Supervise and conduct human resource activities including hiring, training, mentoring, performance evaluation, corrective action implementation, commendations, etc. in accordance with Benton Utilities policy and procedure and with applicable law and regulations. Promote high levels of employee morale and dedication to their work at Benton Utilities. This duty is performed daily.
11. Perform regular routine tasks including processing pay requests and invoices, development of presentation material, conducting meetings, life cycle analyses, attending safety and other meetings, reading of appropriate publications, etc. This duty is performed daily.
12. Continue professional growth and expertise through regular study of appropriate texts and publications and through attendance at job related seminars, schools, workshops, etc. This duty is performed monthly.
13. Operate a motor vehicle. This duty is performed as needed.
14. Work in a constant state of alertness and in a safe manner. This duty is performed daily.
15. 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

Bachelor of Science in Engineering from an ABET accredited university or equivalent.

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four-year college degree, plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry, and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Arkansas Driver's License and meet the requirements of Benton Utilities insurance carrier.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Arkansas Registered, Professional Engineer, or ability to obtain within one (1) year.

SOFTWARE SKILLS REQUIRED

Advanced: Spreadsheet

Intermediate: Accounting, Alphanumeric Data Entry, Contact Management, Database, GIS, Presentation/PowerPoint, Word Processing/Typing

Basic: 10-Key, Human Resources Systems, Other, Payroll Systems, Programming Languages

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

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 group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

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 (5-6) of employees who are engaged in diversified activities.

Supervises the following departments: Engineering

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 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 from \$50,000,000 to \$100,000,000.

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, and savings from new techniques or reduction in manpower.

Medium. Job creates a monetary impact for the organization from \$1mm to \$10mm.

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

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts 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

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

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 occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, wet or humid conditions, risk of electrical shock. The noise level in the work environment is usually moderate.

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, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; and frequently required to walk, reach with hands and arms; occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Must maintain and carry company-provided cell phone, for call-out purposes.

RESIDENCY REQUIREMENT

Must live within the Quick Response Boundary and be subject to being called out in case of emergency or trouble. The Quick Response Boundary is defined as the area in which an employee can safely drive from home to the intersection of 1827 Dale Avenue in Benton, in 30 minutes or less.

SAFETY SENSITIVE

This is a SAFETY-SENSITIVE POSITION: A safety-sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. Lack of attention in a safety-sensitive position can result in an incident that adversely affects the health or safety of employees, contractors, customers, the public, or the environment. An employee must be with clear mind and diligent while occupying this position.