



ENGINEERING PROGRAM MANAGER

Pay Grade 16

Opening Date: 04/20/2023 until filled

SAFETY SENSITIVE

Salary **\$62,055 - \$99,391**
DEPENDENT ON QUALIFICATIONS

POSITION SUMMARY: The Engineering Program Manager will be responsible for managing capital projects involving the sewage systems maintained by the Utility. This position will serve as the Project Engineer and will coordinate infrastructure projects from start to finish. *Must be able to organize and direct a project to completion AND work on multiple projects in various stages simultaneously.*

MINIMUM REQUIREMENTS:

- Bachelor's degree in civil engineering
- Engineer Intern certification in State of Arkansas required. Obtain licensure as PE within 48 months of employment.
- Experience in wastewater treatment systems preferred
- Construction observation experience is a plus.
- Experience with MS Word (Compose Reports, Contracts) & Excel (Build Spreadsheets & Graphs)
- Experience in using CAD software. GIS Software experience is a plus.
- Valid Arkansas Driver's License

APPLICANTS MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE EVALUATED FOR PREVIOUS TRAINING OR EXPERIENCE IN THE DUTIES, KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED. THOSE APPLICANTS WHOSE TRAINING AND/OR EXPERIENCE BEST RELATE WILL BE GIVEN FIRST CONSIDERATION FOR THIS POSITION. APPLICANTS WILL BE EVALUATED ON THE LENGTH AND QUALITY OF WORK EXPERIENCE OF A RELATED NATURE IN PREVIOUS POSITIONS AND ON OTHER FACTORS SUCH AS:

- Absenteeism records
- Current job performance ratings
- Reference from previous employers attesting to work habits, punctuality, reliability
- Safe driving record
- Academic record

APPLICANTS MUST HAVE THE ABILITY TO WORK WELL WITH SUPERVISORS, DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

SAMPLE OF DUTIES AND RESPONSIBILITIES:

- Provide guidance to project stakeholders & managerial staff regarding engineering requirements for construction of various designs, modifications & structural repairs of wastewater facilities
- Review consultant prepared plans & specs to ensure conformity to NLRW specification, standards & requirements
- Assist with complex emergency repairs of wastewater facilities when technical engineering is necessary
- Estimate materials, equipment & labor needed to determine project costs
- Collaborate with engineers, architects & contractors to ensure projects progress properly
- Collaborate with surveyors/or direct & participate in surveying to establish installations or reference points, grades, elevations & other factors that will affect construction
- Monitor project progress & ensure design specs, safety & sanitation standards are met
- Utilize CMMS issuing, reviewing, analyzing & reporting service requests, inspections & work orders
- Assist with data collection & assessment for utility infrastructure projects
- Prepare technical analysis, reports, plans, specifications, & cost estimates
- Review & prepare federal, state, & local permit applications
- Perform construction observation & field engineering services
- Investigate & troubleshoot collection system issues for citizens, developers & NLRW
- Conduct sound engineering analysis of wastewater & Civil Engineering tasks

APPLICANTS SHOULD SUBMIT A STANDARD NLR WASTEWATER UTILITY APPLICATION FORM TO:
NORTH LITTLE ROCK WASTEWATER UTILITY, HUMAN RESOURCES DEPARTMENT
POST OFFICE BOX 17898, NORTH LITTLE ROCK, ARKANSAS 72117

Applications can be filled out online @

http://nlr.ar.gov/government/a_z_department_list/wastewater/wastewater_employment/

North Little Rock Wastewater complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations. North Little Rock Wastewater is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity, and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.