



# COLLECTIONS SYSTEMS MANAGER

Pay Grade 17

Opening Date: 11/04/2022

**SAFETY SENSITIVE POSITION**

Closing Date: Until filled

Salary: **\$63,986 - \$105,293**

(Depending on Qualifications)

## POSITION SUMMARY

*The Collections Systems Manager is responsible for all maintenance and repairs to all assets within the North Little Rock Wastewater Collection System and will oversee all phases of maintenance construction of the Collection Systems Department.*

**DESIRED QUALIFICATIONS** (A combination of education and related experience may substitute for education requirements)

- Bachelor's Degree in Construction Management, Construction Science, or a related field
- 10-years' experience in supervisory or construction management of multiple cleaning or construction crews
- Experience directly managing a minimum of 15 cleaning, or construction workers or a minimum of four separate cleaning or construction crews
- Knowledge of wastewater treatment, theory, and practices
- Knowledgeable of EPA, AR-OSHA standards for construction
- Knowledgeable in the budgeting process
- Familiarity with construction responsibilities during planning, design, construction and contract closeout

## LICENSES & CERTIFICATIONS

**Competent Person, OSHA 30, Valid Arkansas Driver's License**

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, references from previous employers attesting to work habits, punctuality, and reliability
- Safe driving record & academic record

## SAMPLE OF DUTIES AND RESPONSIBILITIES: (Full Job Description Available Upon Request)

- Lead the Collections Systems Department with a positive attitude toward policies pertaining to safety; regularly working to foster a safe work environment
- Plan, coordinate, organize, oversee, and direct activities regarding the construction, cleaning, repair or rehabilitation of sanitary sewer mains, force mains, manholes or other sanitary sewer facilities
- Proactively implement cleaning and maintenance plans to reduce stoppages and overflows
- Schedule & coordinate projects in logical steps and allocate the time and resources necessary to meet deadlines
- Responsible for daytime & after-hours emergency response
- Assist in the determination of manpower & equipment needs, project scheduling, equipment maintenance, tool & material requirements & managing outside contractors
- Interview & hire personnel, ensure all personnel are trained, prepare work schedules, approve time off, enforce safety procedures and policies

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/](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.