

February 1, 2021

Director of Public Works

The City of Hardy, Arkansas is seeking to fill the position of **Director of Public Works** which performs difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works activities, including sanitation; street maintenance and repair; truck/vehicle maintenance; traffic signs and street/right of way clearing. The Director of Public works is a full-time salaried position with the city.

The Director plans, organizes and directs the work of employees and engages in a wide variety of municipal operations and services and manages budgets totaling \$1 M. The Director provides technical advice and assistance to the Mayor and the Hardy City Council and ensures that modern, safe, effective and efficient practices are utilized by municipal work crews. Work also includes contract management, handling citizen issues, and budget and personnel administration of the departments. The employee represents the city to a wide variety of citizens, developers, etc. Work is performed independently and in coordination with the Mayor. The employee is subject to working inside and outside environments in extreme weather and in heavy traffic in the streets. Work is performed under the supervision of the Hardy Mayor and is reviewed by review of reports, conference, and acceptance of the community.

All qualified applicants are required to complete an employment application form that may be obtained at Hardy City Hall, 124 Woodland Hills Road, Hardy, Arkansas 72542, or by calling 870-856-3811. A copy of the job description for this position may also be obtained. A resume may also be submitted with the application materials.

Required Skills: Knowledge of the principles and practices of public work administration, planning and construction; Thorough knowledge of related City policies, State and Federal laws and regulations; Thorough knowledge of the equipment and materials used in the construction, maintenance and repair of storm water systems, streets and water/wastewater management; Considerable knowledge of related engineering principles and practices; Considerable knowledge of governmental budgeting, personnel and purchasing practices; General knowledge of the principles and practices laws and regulations relating to supervised functions; Ability to lead by example and supervise subordinate supervisors including effective communications, motivations, staffing, and coaching; Ability to prepare complex and detailed records and reports utilizing computer applications; Ability to maintain effective working relationships with City officials, other public officials, employees, contractors and the general public; Ability to present ideas effectively in oral and written form.

Must be able to perform the physical life functions of climbing, stooping, reaching, standing, walking, pushing, fingering, grasping, talking, hearing and repetitive motions; Must be able to perform moderate work exerting up to 50 pounds of force; up to 20 pounds of force frequently or constantly; Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

The candidate must possess a High School Diploma have 10 years of experience in public works including technical experience in water and wastewater operations and the management of technical personnel. The candidate must possess a Class 2 Water Distribution and Class 3 Wastewater certification from the state of Arkansas or prove the ability to obtain such within 6 months of employment. The applicant

must also possess a valid Arkansas Driver's License and may be subject to complete a drug screen, criminal history check, physical and driver's license check.

The City of Hardy is an equal opportunity employer.