



CITY OF LITTLE ROCK
invites applications for the position of:
**Assistant Director of
Public Works**

An Equal Opportunity Employer

FULL SALARY RANGE: Depends on Qualifications

DEPARTMENT: Public Works

JOB TYPE: A1 -Full Time- Regular Position

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 11/12/20

**CLOSING
DATE:**
Continuous

GRADE: 925

OPENINGS:
1

REQUIRED LICENSES AND/OR CERTIFICATIONS: A valid Arkansas Class D Non-Commercial Drivers License before employment and maintain licensure for the duration of employment in this position, A valid Professional Engineer (PE) Registration before employment and maintain licensure for the duration of employment in this position., A valid Professional Engineer (PE) Registration in the State of Arkansas within one (1) year of employment and maintain licensure for the duration of employment in this position.

SAFETY/SECURITY SENSITIVE DESIGNATION:

This position is not designated as a safety/security sensitive position and is not subject to random drug and alcohol screening.

JOB OBJECTIVE AND ESSENTIAL FUNCTIONS:

JOB OBJECTIVE: To plan and direct the activities of assigned divisions within the Public Works Department.

Please go [HERE](#) for the job description, including the complete list of essential functions.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

These knowledge, skills, and abilities are usually, although not always, acquired through completion of a Bachelor's degree in Civil Engineering, or a related area; four (4) years of managerial or administrative experience in planning and directing public works programs and services; and two (2) years of supervisory experience, which includes supervision of management-level personnel. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

- Must possess registration as a Professional Engineer (PE) before employment; must possess registration in the State of Arkansas as a Professional Engineer (PE) within one (1) year of employment; must maintain registration for the duration of employment in this position.
- Must possess a valid Arkansas Class D (Non-Commercial Vehicle) Driver's License before employment and maintain licensure for the duration of employment in this position.

DISCLAIMER:

This document does not create an employment contract, implied or otherwise.

APPLICATION REQUIREMENTS:

- Online applications only
- Applicant's answers to supplemental questions will be used to screen for minimum qualifications electronically.
- List of qualified applicants will be considered active for up to six (6) months and may be used to fill future openings with same or similar minimum qualifications.
- All communication regarding application status will be sent to candidates via email address listed on account
- Applicants may check application status for any position by logging into their account at www.lrjobs.net or contacting Human Resources at (501) 371-4590 if they are having computer difficulties.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/littlerock>

Job #PW-2020-11

ASSISTANT DIRECTOR
OF PUBLIC WORKS

THE CITY OF LITTLE ROCK HUMAN RESOURCES

KW

500 West Markham, Suite 130W

Little Rock, AR 72201-1428

501-371-4590

HR-Employment@littlerock.gov

Assistant Director of Public Works Supplemental Questionnaire

1. Please indicate which of the following Driver's License categories are applicable to you:
 - CDL - Class A
 - CDL - Class B
 - Class C
 - Class D - Standard Drivers License
 - None of the above - I do not possess a drivers license
- * 2. Do you have a Bachelor's Degree in the following:
 - Civil Engineering
 - Mechanical Engineering
 - Degree in related area
 - No degree
- * 3. Do you currently have or are you able to obtain Professional Engineer (PE) Registration before employment?
 - Yes No

4. If yes, please provide the license number.

* 5. Do you have at least two (2) years of supervisory experience supervising professional/management personnel?

Yes No

* 6. If yes, describe your experience, including your employer(s). Ensure this information is listed in your work history. If no experience, please write NA.

7. Please describe your experience with public works programs or related (street, engineering, waste management) and ensure applicable employers are listed in your job history, including dates:

* 8. Do you have experience with managing construction or engineering contracts?

Yes No

9. Please describe the work experience you have acquired concerning construction contracts, including the employers and length of experience:

* 10. How did you find out about this particular position?

LRJobs.LittleRock.gov

Facebook

LinkedIn

Arkansas Business

Newspaper (Arkansas Democrat Gazette or El Latino)

City Employee

Friend or relative who does not work for the City

Internet Search Engine

College/University Career Page

Job Fair

Other

Career Counselor (Military)

Career Counselor (Workforce, Goodwill, or other)

Re-entry Program (Community Programs)

Virtual Job Fair

Department of Workforce Services

* Required Question