



NOTICE OF JOB OPENING

Engineer/Senior Engineer

1 Opening
(External & Internal)

Opening Date: 3/7/2024

Closing Date: until filled

Classification: Engineer Grade 9, Exempt \$76,794 annually OR Senior Engineer Grade 6, Exempt \$95,763 annually

Summary of Job Duties and Responsibilities The ENGINEER provides direction and supervision to Engineering employees; plans, designs and monitors engineering construction projects; plans and monitors construction of distribution facilities; administers contracts for construction of distribution and fire service facilities; coordinates work activities within and outside the utility; coordinates distribution engineering work inside and outside the utility; performs detailed field work; performs computer hydraulic analysis; conducts special studies; subject to call; performs other essential duties as deemed necessary by the Director of Engineering. Work activities will be performed both in-the-office and in-the-field.

Knowledge, Skills, and Abilities

- Knowledge of the theories, methods, and practices of Civil, Agricultural, Mechanical, or Environmental Engineering.
- Knowledge of the principles, practices, and methods of drafting and computer-aided drafting.
- Knowledge of Algebra, Trigonometry, Analytical Geometry, and Calculus.
- Knowledge of the principles and practices of hydraulics.
- Knowledge of construction plans and designs.
- Knowledge of supervisory procedures and practices.
- Knowledge of the storage, transmission, and distribution of water.
- Knowledge of organic and inorganic chemistry.
- Knowledge of contract administration.
- Knowledge of electrical "one-line" drawings.
- Knowledge of GIS (geographic information system) and applications.
- Knowledge of GPS (global positioning system).
- Knowledge of general vehicle maintenance to check fluids, belts, etc. and to ensure safe vehicle operation.
- Knowledge of field inspection standards.
- Knowledge of PERT, CPM, or other scheduling methods.
- Ability to read and interpret legal descriptions and documents and read maps, plans and technical specifications.
- Ability to work with and utilize GIS (geographic information system).
- Ability to learn, comprehend, and utilize principles of land surveying and associated equipment.
- Ability to use CAD systems (AutoCAD desirable).
- Ability to plan and schedule work activities.
- Ability to organize and direct work activities of others.
- Ability to coordinate work activities with others within and outside the utility.
- Ability to write engineering specifications.
- Ability to analyze records to determine problems and solutions.
- Ability to compose business letters/correspondence.
- Ability to prepare construction design and plans.
- Ability to interpret and explain policies and procedures.
- Ability to maintain effective working relationships with consultants, contractors, customers, public and private sector organizations, and employees.
- Ability to work independently.
- Ability to inspect construction work to determine compliance.
- Ability to physically access job sites, including paved and unpaved surfaces, rough terrain, and steep slopes.
- Ability to maintain accurate records and compile reports.
- Ability to work inside water tanks and/pipelines and other confined spaces.
- Ability to work on above and below ground structures.
- Ability to use basic hand-tools and power-tools.
- Ability to use arm and shoulder strength to operate fire hydrants and valves.
- Ability to perform repetitive upper body rotation in operating fire hydrants and valves.
- Ability to lift or move a minimum of 50 pounds on occasion.
- Ability to work outside (in-the-field) and inside (in-the-office)
- Skilled in Algebra, Analytical Geometry, Trigonometry and Calculus.
- Skilled in written and oral communications.
- Skilled in the use of desktop/laptop/handheld computer(s).
- Skilled in word processing, spreadsheet, and database programs.

Minimum Qualifications

- B.S. Degree in Civil, Agricultural, Mechanical, or Environmental Engineering including hydraulics or fluid mechanics.
- Registered as an Engineer Intern (E.I.) in Arkansas or other state or must obtain Engineer Intern registration in Arkansas within twelve (12) months of hire.

Preferred Qualifications

- Computer programming course or work experience using or developing Engineering programs.
- Two (2) years technical experience in Water or Wastewater.
- Electrical course work or experience.
- College level courses in plane surveying or work experience as a Party Chief or Instrument person.
- Course or work experience in computer aided drafting.
- Course or work experience in GIS.
- Professional Engineering license in Arkansas or other state with reciprocity (P.E. license qualifies candidate for Senior Engineer position)

Special Qualifications

- Must pass a criminal background check.
- Must have a valid Driver's License; must have or obtain an Arkansas Driver's License (Class D) within one (1) year of hire.
- Must have and maintain a good driving record.
- Must pass a pre-employment drug screening and subject to random screening pool requirements during employment.
- Must pass a fitness exam.
- Must maintain a personal telephone due to "on-call" status.
- Must obtain the Arkansas Water Operator TREATMENT License – Grade 4 within 24 months of hire.
- Must obtain the Arkansas Water Operator DISTRIBUTION License – Grade 4 within 24 months of hire.
- Must be a high-performing, innovative, value-driven, informed, and passionate individual.

*Waiver may be approved to obtain license within 18 or 24 months of hire. (if a waiver is an option)

18 months = one licenses

24 months = two licenses

Work Conditions

Works in a heated and cooled typical office environment and outside in all types of weather and may be exposed to extreme heat, cold, rain, snow, sun, etc. May occasionally perform moderate to heavy lifting as an ongoing requirement of job. May be exposed to dirt, mud, water, insects, snakes, dogs, poison ivy, hazardous chemicals and other potentially hazardous plants and animals when executing work in the field. May work adjacent to or in the vicinity of high-pressure, high-volume, flowing (operating) fire hydrants, operating/functioning mechanical equipment that may be either stationary or moving, and low volume to high-volume vehicular traffic. May frequently work alone and/or at remote locations.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

This is a safety sensitive position due to utility driving requirements or job responsibilities which include safety-sensitive tasks that require performing duties fraught with risk of injury to self or others where even a momentary lapse of attention may have grave and disastrous consequences.

All forms, including resume, must be completed, and emailed to Careers@carkw.com to be considered for the position.

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or anyother activities, based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

www.carkw.com

We support diversity, equity, and inclusion in
our workplace.



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP

BUSINESS PHONE _____

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION (Peer vs. supervisor)

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

~~~~~  
Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.  
~~~~~

• I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1251 * LITTLE ROCK, AR 72202

EMPLOYMENT REFERENCE CONSENT AND RELEASE

APPLICANT NAME: _____

I, _____, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO CENTRAL ARKANSAS WATER.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: _____ Date: _____

STOP HERE

Instructions to Current/Former Employer

The individual named above has applied for employment with Central Arkansas Water. Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**Human Resources Director
Central Arkansas Water
P. O. Box 1789
Little Rock, AR 72203 Fax- 501- 377-7051**

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

Current or last job description and duties: _____

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

Attendance history: (Excluding any qualifying leave under FMLA) _____

Results of drug and/or alcohol tests administered within the last year: _____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: _____

Was his/her separation from employment voluntary involuntary?

What was the reason for the applicant's separation from employment?

Is the applicant eligible for rehire? Yes No Is this a blanket company policy? Yes No

Printed Name and Title of Employer Representative Providing Information _____ Date _____

Signature _____ Phone Number _____

YOU MUST HAVE A “GOOD” DRIVING RECORD FOR THIS JOB

A “**good**” driving record is based on the last three (3) years of driving.

Types of items which may cause not having a “**good**” driving record.

(Remember this is over the last **three (3)** years)

1. Three (3) or more accidents where you were ticketed.
2. **DWI** (driving under the influence of drugs or alcohol.
3. Excessive speeding tickets (20 mph over the limit) along with any other tickets or violations.
4. Hit and Run - leaving scene of accident.
5. Ticketed for Reckless, Negligent, or Careless driving along with any other tickets or violations.

We **can not** hire people who **do not** have a “**good**” driving record when the job requires a “**good**” driving record.

EMPLOYEE BENEFITS INFORMATION (Full Time Employees Only)



Compensation

- Competitive Compensation
- Generous Paid-Time off, Paid Holidays, Discretionary Time, Overtime for non-exempt staff
- Pension Plan (APERS)
- Deferred Compensation Plan
- Saving Plan
- Utility-Paid Life Insurance
- Short-Term Disability and Additional Life Insurance Coverage options
- Utility-Paid Long-Term Disability
- Accident, Critical Illness, Hospital Stay Pay and Identity Theft coverage options
- Credit union membership
- Uniforms provided (as required by position)
- Annual Work Boot Allowance (as required by position)
- Public Student Loan Forgiveness Eligible Employer
- Generous Retiree Benefits
- Performance Evaluation six months after hire and after twelve months. Each evaluation has the opportunity for a merit increase. Annual evaluations thereafter with the opportunity for merit increase.
- Annual Pay Plan increase (as approved by CAW's Board of Commissioners)



Health & Wellbeing

- Utility-subsidized individual and family health care coverage options with Rx Plan
 - PPO – 96% employee premium paid by Utility
 - HDHP- 100% employee premium paid by Utility
- HAS – Utility funded based on HDHP coverage option
- FSA
 - Medical
 - Dependent Care
- Dental – 100% employee premium paid
- Vision
- EAP – Utility-paid
- Remote Work (position eligibility applies)
- Paid Family Bereavement Leave, Emergency Leave, Military Leave, COVID vaccine time, Blood donation, Jury Duty
- Utility Paid Rehabilitation for Drug or Alcohol Abuse
- Special Interest Employee Committees
- Various Employee Recognition Programs
- Compressed Work Schedule (available for most positions)
- HIVIP (High-Performing, Innovative, Values-Driven, Informs and Passionate) culture
- Safety Program



Professional Development

- 100% Tuition Reimbursement
- Utility support for industry licenses
- Utility-paid professional memberships
- In-house training and development program CAWU
- Employee Perks and Discounts (automotive, banking, cellular, dining, education, fitness, home improvement, office supply and misc.)
- Financial Planning
- Internal Promotion Opportunities
- Employee-led, Executive sponsored, Diversity, Equity and Inclusion Team and Initiatives



Community

CAW takes our commitment to be involved seriously. Our team members can always be found in a neighborhood, at a community event, fundraiser or educational initiative promoting quality of life, exceptional service and science, technology, engineering, and mathematics (STEM) education.