



## NOTICE OF JOB OPENING

# ENGINEERING TECHNICIAN

(Safety Sensitive Position)

**Opening Date: February 2, 2021**

**Closing Date: February 26, 2021 or Until Filled**

**Classification:** Grade 9, Non-Exempt (\$26.36 minimum rate)

**Summary of Job Duties and Responsibilities** prepares and reviews detailed plans, specifications, and construction estimates; administers contracts for construction of distribution facilities; reviews commercial building permit applications; performs field work required for plan preparation; performs inspection duties; maintains records on projects; utilizes ArcView/ArcMap GIS system; performs specialized duties; and performs other essential duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of construction inspection and/or computer aided drafting (CAD).
- Knowledge of the principles, practices, and methods of manual drafting.
- Knowledge of surveying procedures.
- Knowledge of Algebra and Geometry.
- Knowledge of general vehicle maintenance to check fluids, belts, etc. and to ensure safe vehicle operation.
- Knowledge of manual and computerized filing and databases.
- Ability to use CAD and GIS systems.
- Ability to learn to prepare construction designs and plans.
- Ability to use or learn to use GPS equipment.
- Ability to operate computer-based spreadsheet and word processing programs.
- Ability to read maps, plans, and technical specifications.
- Ability to interpret and explain policies and procedures.
- Ability to analyze problems and procedures and recommend solutions.
- Ability to work independently.
- Ability to deal tactfully with customers.
- Ability to plan and schedule work.
- Ability to develop detailed plans, specifications, and cost estimates.
- Ability to inspect construction work to determine compliance and manage budgets.
- Ability to maintain accurate records and compile reports.
- Ability to communicate orally and in writing.
- Ability to coordinate work with others within and outside the company.
- Ability to execute time management.
- Ability to maintain effective working relationships with consultants, contractors, customers, public and private organizations, and employees.
- Ability to extract information from records (written, computerized, and/or orally).
- Ability to file and store information manually and electronically.
- Ability to use basic hand tools such as pick, shovel, machete, and various power tools.
- Ability to work in confined spaces and below ground structures, including tunnels and large diameter pipelines.
- Ability to work on elevated structures from ground level to 150 feet above ground level.
- Ability to use surveying equipment and maintain field notes.
- Ability to work outside in all types of weather.
- Ability to lift at least 50 pounds and move heavy weights and objects.
- Skilled in Algebra and Geometry.
- Skilled in map and plan reading.
- Skilled in word processing, spreadsheet, and database programs, preferably MS Excel and MS Word.

### **MINIMUM QUALIFICATIONS**

Requires two years of work experience in construction inspection including estimating OR two years of work experience in CAD, GIS, Computer Science, or related field.

### **DESIRABLE QUALIFICATIONS:**

- Courses and/or work experience with computer database management systems.
- Courses and/or work experience in hydraulics.
- Courses and/or work experience with computer modeling in water systems.

### **SPECIAL REQUIREMENTS:**

- Must pass a technical writing course chosen by Department Director within four (4) years of entering job based on course availability.
- Must pass a college course in Trigonometry within one (1) year of entering job if prior high school or college level Trigonometry course has not been successfully completed. Must pass a surveying course within two (2) years of entering job, based on course availability.
- Take the **Arkansas Water TREATMENT License – Grade 4** within 6 months of completion of training required by the State Health Department. Must pass Water Treatment License – Grade 4 within four (4) years of hire.
- Take the **Arkansas Water DISTRIBUTION License – Grade 4** within 6 months of completion of training required by the State Health Department (should normally be accomplished within 18 months of hire). Must pass Water Distribution License – Grade 4 within two (2) years of hire.

- Must be 21 years old or older.
- Must have a valid Arkansas Driver's License.
- Must have a good driving record.
- Must maintain a personal telephone due to subject to call out.
- Must be available to work early, late or off hours as needed.
- Must be a high-performing, innovative, values-driven, informed, and passionate individual.

**This is a safety sensitive position due to utility driving requirements and Arkansas Water Distribution License required by the State Health Department. Position requires discharging duties fraught with risks of injury to others so that even a momentary lapse of attention can have disastrous consequences**

**WORK CONDITIONS**

Works in a heated and air-conditioned office and works outdoors in all types of weather; may occasionally be exposed to insects, snakes, poison ivy, etc. when working outdoors; must regularly perform heavy lifting and stooping.

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All interested employees of Central Arkansas Water are encouraged to apply and should request and complete a Request for Transfer/Promotion Form, available from Human Resources, to be considered for this position

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**All forms, including resume, must be completed, and returned to Human Resources by 4:30 p.m. on Friday, February 26, 2021 or until filled to be considered for the position.** Central Arkansas Water will require a pre-employment physical & drug testing for the final candidate after an offer of employment has been made. All offers will be contingent on the candidate receiving a "passing result" on the tests conducted. A criminal background check will be conducted.

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Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of 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.

**Job Line: 501-377-1335    [www.carkw.com](http://www.carkw.com)  
We support diversity and inclusion in our workplace.**

## Diversity Outreach Survey

The purpose of this survey is to assist Central Arkansas Water in determining if we are adequately advertising job openings. This information is being collected and reviewed by our diversity team. Completing this form is voluntary and your answers will not be viewed by the hiring staff.

**Please do not write your name on this survey form.**

Job Title

Engineering Technician

1. How did you hear about this job opening?

- American Water Works Association
- Arkansas Democrat/Gazette Newspaper
- Central Arkansas Water - Website
- Central Arkansas Water - Job Line
- Department of Workforce Education
- Social Networks - Please Name \_\_\_\_\_
- Southwest Section of American Water Works Association
- Other - Please Name \_\_\_\_\_

2. Please place a mark by the answer that best describes your race or ethnic group.  
(Per U.S. Census Classifications)

- Asian
- American Indian or Alaska Native
- Black, African American
- Hispanic, Latino or Spanish
- White
- Other - Please Name \_\_\_\_\_

3. What is your gender?  Male  Female

**Thank you for completing this survey.**

Check here and return if you do not wish to participate in this survey.

**This survey is NOT a part of your official application for employment. It will not be used for interview purposes or in any hiring decision. The information will be filed separately from your application for employment.**



# 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	XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX	
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.**

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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.  
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• 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

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CELLULAR PHONE:** \_\_\_\_\_

**SUPPLEMENTARY INFORMATION REQUEST**

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc.  
(Continue on Page 2, if necessary)

Date Employed: \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

**1. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_









TRAFFIC VIOLATION QUESTIONNAIRE AND RELEASE
CENTRAL ARKANSAS WATER

List all moving traffic violations you have been charged with in the past three (3) years:

None See Below

Horizontal lines for listing violations

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- \* I understand that the position I am applying for requires the successful applicant to drive a Utility owned vehicle as a normal part of the job requirements.
\* I understand that Central Arkansas Water will investigate the driving record of all applicant finalists and that information received regarding such will be considered in the selection of the successful applicant.
\* I understand that it is the policy of Central Arkansas Water to require all employees with such responsibilities to maintain a valid driver's license appropriate to the type of vehicle to be driven and to maintain a good driving record free of multiple minor offenses and any major driving offenses.
\* I understand that employees of Central Arkansas Water are subject to on-going investigations of their driving records at the discretion of the Utility and/or the Utility's insurance carrier.
\* I understand that if an employee required to drive a Utility vehicle as a normal part of his/her job has his/her driver's license restricted, suspended or revoked and he/she is no longer legally able to drive, the employee may be subject to reduction in job status and pay grade or may be terminated for failing to meet the minimum job requirements.

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I hereby affirm that my answers to the foregoing questions regarding my traffic violation history and the Traffic Violation Release Form below are true and correct. I also affirm that I have read and understand the conditions and requirements regarding positions with the Central Arkansas Water that require driving a Utility vehicle. I further understand that misrepresentation or omission of facts called for on this questionnaire may be cause for disqualification from consideration for the position applied for or, if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant Date

(CAWTRAFFIC 7/01)

TRAFFIC VIOLATION RELEASE FORM
CENTRAL ARKANSAS WATER

I, \_\_\_\_\_, do hereby authorize any state's Office of Driver Services to release my traffic violation record to Central Arkansas Water. This release shall remain in full force and effect until written notice of withdrawal is filed by me.

Arkansas Driver's License # \_\_\_\_\_

Have you had a driver's license in any other state within the past 3 years? Yes No

If Yes, list all states and license numbers you have had in the past 3 years below:

Driver's License # State

Driver's License # State

Signature Date



**AUTHORIZATION  
FOR  
PRE-EMPLOYMENT DRUG TESTING  
AND  
PRE-EMPLOYMENT PHYSICAL**

I understand that Central Arkansas Water requires drug testing for all prospective employees after an offer of employment has been made.

I understand that such test must be submitted to within 24 hours of the employment offer or the offer will be withdrawn.

I understand that all offers will be contingent on receipt of a "negative" on the drug test(s) conducted. If the testing produces a positive result, the offer of employment will be null and void and I will not be employed by the Utility at that time. I would then be prohibited from reapplying for any position with the Utility for at least six months and until providing proof of successful completion of a drug rehabilitation program, as well as the assurance that drug abuse is no longer occurring.

I understand that Central Arkansas Water will require a job-related, pre-employment physical for certain positions after an offer of employment has been made.

I understand that the physical must be completed as required or the offer will be withdrawn.

I understand that all offers will be contingent on my receiving a positive assessment of my ability to perform the physical requirements of the job. If a positive assessment is not received, the offer of employment will be null and void and I will not be employed by the Utility at that time.

I understand that refusal to sign the consent form authorizing drug testing and a pre-employment physical will result in my application being withdrawn from the pool of those eligible for consideration for the job.

Applicant Name: \_\_\_\_\_  
(please print)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Drug testing of prospective employees will be conducted by the DHHS certified lab of the Utility's choosing, at Utility expense and before the individual's first day of work. Pre-employment physicals will be conducted by the facility of the Utility's choosing, at Utility expense and before the individual's first day of work.

(APPDRUG 2/21/12)



## CENTRAL ARKANSAS WATER

### EMPLOYEE BENEFITS INFORMATION

(Full time employees only)

Holidays - Eleven paid holidays each calendar year; immediate eligibility for new employees.

PTO (Paid Time Off) - PTO time is accrued on a bi-weekly basis during the current year. Accrual is 6.16 hours of PTO per pay period (20 days annualized) for employees with up to 3 years of service. Accrual amount increases based on years of service, to a maximum accrual of 32 days. New employees have a 90 day waiting period before accrual begins, with accrual retroactive to date of hire.

Medical Insurance – Two plans offered. One plan is paid 100% by the employer for employee coverage. Other plan is paid at 95% by the employer for employee coverage; dependent coverage (if elected) is paid 60% by employer and 40% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Dental Insurance – Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 100% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Health Savings Account – Central Arkansas Water contributes to an HSA for those employees in the high deductible plan based on the employee’s medical coverage tier. Employees may also make voluntary pre-tax contributions. Eligible for coverage the first of the month following 60 day waiting period.

Flexible Spending Account – Employees receive the benefits of pre-tax deduction of eligible insurance premiums. Employees may also make voluntary pre-tax contributions to a medical or dependent care spending account. Eligible for coverage the first of the month following 60 day waiting period.

Life Insurance – Employee coverage is paid 100% by the employer and life insurance provided is one times annual salary with a minimum of \$50,000 (up to a maximum of \$200,000). Eligible for coverage the first of the month following 60 day waiting period.

Accidental Death & Dismemberment Insurance – Employee coverage is paid 100% by the employer and AD&D provided is one times annual salary, with a minimum of \$50,000 (up to a maximum of \$200,000). Eligible for coverage the first of the month following 60 day waiting period.

Long Term Disability – Pays 60% of employee’s salary (\$8,000 monthly maximum) after 6 months of disability. Coverage paid 100% by employer. Eligible for coverage the first of the month following 60 day waiting period.

Retirement Plan - Member of Arkansas Public Employees Retirement System (APERS). Contributions are 5% of employee’s bi-weekly salary taken on a pre-tax basis. Participation begins immediately upon employment.

401A Investment Plan – Retirement savings plan in which employees contribute 1% of bi-weekly earnings, with employer match. Participation begins after 90 days.

Tuition Reimbursement – 100% of tuition is paid by employer for grade “C” or better, subject to utility guidelines.

Employee Assistance Program – Offers counseling, consultation, crisis support, and resources at no cost to employee.

### VOLUNTARY BENEFITS

- Vision Insurance
- Short Term Disability
- Additional life insurance for employee and dependents
- Accident Insurance
- Critical Health Events Insurance
- Hospital Staypay
- Universal Life with Long Term Care rider
- Identity Theft Protection
- 457 Deferred Compensation Plan

## 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.