



NOTICE OF JOB OPENING
DIRECTOR OF ENVIRONMENTAL
SUSTAINABILITY & FACILITIES

1 Opening
(Internal & External)

Opening Date: 5/13/2024

Closing Date: Until Filled

Classification: Grade 4, Exempt (\$107,702 annually)

Summary of Job Duties and Responsibilities The DIRECTOR OF ENVIRONMENTAL SUSTAINABILITY AND FACILITIES plans, directs, and oversees the overall operation of the Environmental Sustainability and Facilities Department; directs work activities with and through supervisory staff; plans and manages watershed protection programs; develops and implements the utility's environmental strategies; develops and implements land and facility management programs to ensure the proper maintenance of CAW properties; builds program support and coordinates Environmental Sustainability and Facility functions with internal and external agencies, customers, stakeholders, and service providers; subject to call; performs other duties as deemed necessary.

Knowledge, Skills, and Abilities

- Knowledge of Safe Drinking Water Act.
- Knowledge of state and federal rules, regulations and court decisions pertaining to public water systems.
- Knowledge of the principles and practices of watershed management including conservation laws, water pollution control, sediment control, fish and game laws, forestry, and recreation management.
- Knowledge of environmental protection research principles and practices. Knowledge of development and evaluation of research and monitoring programs. Knowledge of erosion and sediment control principles and practices.
- Knowledge of short- and long-range land use planning and control. Knowledge of soil and water conservation measures.
- Knowledge of aquatic biology and microbiology.
- Knowledge of the principles and practices of short- and long-range planning, including financial planning.
- Knowledge of utility water rights and raw water sources. Knowledge of land and facility maintenance and management
- Knowledge of competitive procurement practices
- Knowledge of energy-efficient practices and devices
- Knowledge of life-cycle costs
- Knowledge of sustainability methodologies
- Knowledge of maintenance and repair methods of mechanical and electrical systems,
- Knowledge of human resources principles
- Knowledge of record-keeping practices and procedures.
- Knowledge of work and maintenance management software
- Knowledge of safety requirements and regulations and ability to communicate and enforce safety and security policies, procedures, etc.
- Knowledge of general vehicle maintenance to check fluids, belts, etc., and to ensure safe vehicle operation.
- Ability to make independent decisions with no supervision.
- Ability to communicate well, both verbally and in writing.
- Ability to develop and manage budgets.
- Ability to develop emergency response plans and coordinate emergency exercises.
- Ability to develop measurable quality standards.
- Ability to effectively develop and document land and facility maintenance and other programs, policies, and procedures.
- Ability to lead, motivate, and develop effective teams.
- Ability to maintain professionalism and tactfully respond to questions, concerns, and complaints from employees, contractors, etc.
- Ability to multi-task and prioritize workloads.
- Ability to plan, organize, coordinate, and supervise activities of others (inside and outside CAW) and to communicate performance expectations.
- Ability to read and interpret government regulations, environmental, health, and security standards, and long and complex contracts.
- Ability to read and interpret schematics and construction drawings.
- Ability to research and draw information from various sources, including people, to independently analyze and solve problems or improve processes.
- Ability to write equipment and parts specifications.
- Ability to collect data, draft reports, and make written recommendations.
- Ability to use computer/laptop, including basic operating software to include Microsoft Office.
- Ability to manage construction/renovation projects.
- Ability to negotiate contracts.
- Ability to evaluate the impact and effectiveness of programs and activities. Ability to perform economic analysis and recommend alternatives.
- Ability to work independently and exercise considerable independent judgment. Skilled in written and oral communications.
- Skilled in diplomatic dealings with politically sensitive situations, issues, and individuals. Skilled in long range planning and analysis.
- Skilled in program/project planning, development, and management.

Minimum Qualifications

- Bachelor's Degree in Environmental Resource Management, Civil, Environmental or Agricultural Engineering, Biology, Microbiology, environmental Sciences, Environmental Management, Sustainability, or related field of study
- Minimum of six (6) years' work experience in the water utility industry, watershed management, surface source water protection, natural resources management, environmental regulatory compliance, facility management, or engineering,
- Minimum of four (4) years of supervisory experience.

Preferred Qualifications

- Master's Degree in natural science, engineering or relevant area preferred.
- IFMA Certified Facility Management Professional
- Six Sigma Green Belt or similar qualification
- ISO 14001 Environmental Management Standard
- BREEAM or LEED AP Credential
- Experience presenting at regional or national seminars, workshops, or conferences on relevant topics.
- Publication of relevant articles, studies, or commentary.

Special Requirements

- Must be a high-performing, innovative, values-driven, informed, and passionate individual.
- Ability to engage and work with diverse staff and leadership to promote trust and collaboration.
- Ability to think critically and demonstrate an openness to innovation.
- Strong interpersonal skills with the ability to quickly establish credibility and to develop and manage productive relationships with internal and external stakeholders.
- Strong management skills: must be able to manage multiple projects effectively and to move quickly from one to another.
- Must be 21 years old or older.
- Must have a good driving record.
- Must possess a valid Arkansas driver's license.
- Must maintain a personal telephone due to designation as subject to call.

Work Conditions

Works in a heated and air-conditioned office environment, outdoors in all types of weather, and in areas that can be damp, humid, and with some noise. May occasionally be exposed to insects, snakes, poison ivy, etc. when working outdoors. May work with or around hazardous substances.

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.

How to Apply

- o Complete the internal application form attached to this posting.
- o Send your completed application form and optional resume to careers@carkw.com.
- o In the email subject line, please include your **full name** and the **position you are applying for**.

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 <small>(Peer vs. supervisor)</small>

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

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.