



LITTLE ROCK
**Water Reclamation
Authority** ONE WATER.
ONE FUTURE.

Little Rock Water Reclamation Authority

11 Clearwater Drive
Little Rock, Arkansas 72204
www.lrwu.com

Job Line 501-688-1474
HR Dept. 501-688-1457
HR FAX 501-688-1451
HR eMail hmail@lrwu.com

AN EQUAL OPPORTUNITY EMPLOYER

Applications for Employment are being accepted by the Human Resources Department of Little Rock Wastewater for the position listed below. Qualified individuals may submit an employment application to the Human Resources Department within the application period.

Posting #	18-10
Job Title	Director of Environmental Assessment
Department	408 Environmental Assessment
Status & Grade	Exempt Grade Exec 2
When to Apply	3/19/18 – 4/13/18
Where to Apply	ALL APPLICANTS MUST COMPLETE A LRWRA EMPLOYMENT APPLICATION TO BE CONSIDERED FOR THE POSITION. Application available at 11 Clearwater Drive, Little Rock or online at www.lrwu.com. Current Employees: Complete the In-House Application found on SharePoint.
Work Location	Clearwater Administration Building

POSITION OVERVIEW:

Assures compliance with environmental quality standards as established by Federal, State, and Local regulations. Supervises and leads the four sections of LRWRA's Environmental Assessment Department (EAD) which includes the Compliance Laboratory, Quality Assurance, Industrial Pretreatment, and Sampling sections. Supervision includes assignment of work, monitoring, and appraising supervisor performance, coaching and mentoring, assuring a high level of work quality and driving continuous improvement. Responsible for overseeing the development of and revision to operating procedures and practices, as necessary. Provides technical assistance to other departments. Interfaces with local, state, and federal agencies including regulatory entities. Develops departmental short/long range goals and prepares annual budgets. Actively participates in the development and/or revision of the Pretreatment, Analytical and monitoring programs, plans and procedures. Position requires substantial judgment, analytic ability and creativity such as investigating moderately complex problems or situations, analyzing information and recommending solutions.

QUALIFICATIONS & SKILLS:

- Knowledge of Federal, State, and Local regulations related to the EAD.
- Knowledge of effective report and business writing.
- Knowledge of methods, principles, procedures, practices, terminology, and equipment/instruments used in performing treatment process control, NPDES, and industrial wastewater sampling and testing, or transferrable experience.
- Knowledge in the use of computers using Windows based word-processing, spreadsheet, and database application software.
- Ability to observe and assess industrial/commercial user and water reclamation facility operations, or transferable experience, to assure adherence to applicable regulations.
- Ability to hire, train and direct EAD Staff.
- Ability to establish and maintain good working relationships with employees, other departments, customers, the public, and other regulatory bodies.
- Ability to effectively communicate both in writing and orally to individuals, groups or members of the public.
- Ability to coordinate monitoring projects involving all EAD sections, other LRWRA departments, and outside agencies.
- Excellent organizational and time management skills.

Required:

- Bachelor Degree in chemistry, biology, or other related environmental science from an accredited college or university.
- A minimum of two years' supervisory experience.
- Obtain and maintain a valid Arkansas driver's license.
- Obtain and maintain an Arkansas Class III Wastewater License within four years of date of hire.

Preferred:

- Juris Doctorate degree.
- Practiced law in Arkansas or another state for a minimum of five years.



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EQUAL OPPORTUNITY EMPLOYER

Employees of Little Rock Water Reclamation Authority and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, sex, age, religion, national origin, disability, or military veteran status.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance completing this application may be obtained upon request.

APPLICATION FOR EMPLOYMENT

Please answer all sections and provide information requested. This application will not be valid and processed unless completed in full. Please be certain that you complete all items as accurately as possible. If an item does not apply, write "N/A." Further, the position must be open at the time of the application to be valid.

Little Rock Water Reclamation Authority participates in the Drug Free Workplace Act and conducts pre-employment drug testing.

Name of Applicant _____

I understand that my application is good for 30 days from today.

I am applying for the following opening(s): _____

I understand that a valid Arkansas driver's license may be required for this position. If noted as a requirement in the job posting, I have attached a copy of my license.

I have reviewed the job opening and requirements for the position(s) noted.

How did you learn of this vacancy at Little Rock Water Reclamation Authority?

- Advertisement
- Department of Workforce Services (DWS)
- LRW Job Line
- LRW Website
- LRW Employee
- Other (please specify _____)

Applicant Signature _____ Date _____

GENERAL INFORMATION

Name _____

Address _____

City State Zip _____ Telephone _____

Email address _____

Yes / No Are you a citizen of the United States, or are you lawfully eligible to become employed in the United States. (Note: Proof of U.S. citizenship or immigration status will be required if employed)

Yes / No Are you over the age of 18?

Yes / No Are you related to a current Utility employee? If yes, how related _____

Yes / No Have you applied for work with the Utility before? If yes, when? _____

Yes / No Have you ever been previously employed by the Utility? If yes, when? _____

Yes / No Have you ever been convicted of a crime by a civilian or military court (other than minor traffic violation)? If yes, please provide the description of the offense, date of the offense, description of charges, and date of conviction. _____
(Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

Yes / No From your review of the job posting for the position for which you are applying, are you able to perform the essential functions with or without reasonable accommodation?

Yes / No Are you presently employed? If yes, why do you wish to change jobs? _____

Yes / No Are you willing to work overtime?

Yes / No Is there any time of the day or night, or particular days of the week (including weekends) that you are unable to work? If yes, when? _____

Yes / No Is there any reason that you could not be at work regularly on time? If yes, please explain:

Yes / No If hired, would you be willing to perform other jobs as needed?

Yes / No Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name or nickname? If yes, please explain:

Answering "yes" or "no" to any particular question does not constitute an automatic bar to employment.

EMPLOYMENT HISTORY

List last 10 years of employment history, starting with most recent. Include periods of military service. Explain any gaps in employment.

Company Name & Address_____

Supervisor_____ Telephone_____

Dates of Employment From_____ (month/year) To_____ (month/year)

Starting Salary \$_____ HR WK MO YR Position Held_____

Ending Salary \$_____ HR WK MO YR () Full-time or () Part-time

Reason for Leaving_____

Major Duties Performed_____

May we contact this supervisor at this time for a reference? Yes / No

* * * * *

Company Name & Address_____

Supervisor_____ Telephone_____

Dates of Employment From_____ (month/year) To_____ (month/year)

Starting Salary \$_____ HR WK MO YR Position Held_____

Ending Salary \$_____ HR WK MO YR () Full-time or () Part-time

Reason for Leaving_____

Major Duties Performed_____

May we contact this supervisor at this time for a reference? Yes / No

* * * * *

EMPLOYMENT HISTORY (CONTINUED)

Company Name & Address _____

Supervisor _____ Telephone _____

Dates of Employment From _____ (month/year) To _____ (month/year)

Starting Salary \$ _____ HR WK MO YR Position Held _____

Ending Salary \$ _____ HR WK MO YR () Full-time or () Part-time

Reason for Leaving _____

Major Duties Performed _____

May we contact this supervisor at this time for a reference? Yes / No

EDUCATION

Schools Attended/Addresses

Dates

Degree/Certification

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRAINING & SKILLS

List training, skills, certifications, licenses, etc. that you feel are applicable.

IMPORTANT: READ CAREFULLY

Employment At-Will.

I understand and agree that if employed, and as a condition of employment that employment will be "at will". "At-will" means that either Little Rock Water Reclamation Authority (LRWRA) or I may end the employment relationship at any time for any reason or for no reason. I further understand that no representative of LRWRA has the authority to enter into any agreement for employment with me for any specific period of time or make any agreement with me contrary to the foregoing. I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create an employment contract between LRWRA and me for either employment or for the providing of any benefit.

If employed, I agree to conform to all policies, practices and procedures of LRWRA and acknowledge that these may be changed, interpreted, withdrawn, or amended by LRWRA at any time, at LRWRA's sole option and without any prior notice to me. I consent and agree that LRWRA shall have the right to search my personal property located on LRWRA property, along with LRWRA's desks, computers, closets, et cetera, for the purpose of investigating possible violations of LRWRA's rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.

Certification of Truth in Application & Release of Information.

I certify that the facts set forth in my Application for Employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for rejection of this application or dismissal from employment whenever discovered. I authorize LRWRA to make any investigation of my personal history (and driving record if applicable) through any means, including investigative bureaus. I authorize all past and present employers, credit bureaus, the officials of all educational institutions I have attended, any person named above on this application, and any other person or entity to furnish records and any or all information they may have concerning me. I release them from any and all liability which might result from their revealing or furnishing this information.

Pre-Employment Drug Test.

I agree to submit to a pre-employment drug test and understand that employment is contingent upon passage of such test.

Verification of Employment Eligibility.

I understand that, if employed, by law I must provide proof of eligibility to work in the United States of American pursuant to the Immigration Reform and Control Act of 1986.

SIGNATURE OF APPLICANT _____ Date _____

Little Rock Water Reclamation Authority is an Equal Opportunity Employer and does not discriminate in hiring or employment because of race, color, religion, creed, national origin, sex, age, disability, or veteran status.