



Arkansas Game and Fish Commission Employment Job Posting

OPERATIONS PROJECT MANAGER - AGFC OPERATIONS & FACILITY MANAGER

POSITION NO: 22096415

POSTING INFORMATION:

Advertisement Opens: April 28, 2023

Advertisement Closes: May 26, 2023

Full Time: Yes

Salary: \$68,068.00 - \$68,068.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, personnel management, or a related field; plus three years of experience in managing an operation or facility, including one year in a supervisory capacity.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

The formal education equivalent to a bachelor's degree in Construction Management, Civil Engineering, Structural Engineering, Personnel Management, or a related field; plus, five years of experience in managing large construction or maintenance projects. An associate's degree will also be considered for the right candidate with considerable field experience. A person without a degree will be considered with extensive field experience.

Experience in developing projects from the ground-up, from conception to final inspection - with proven knowledge of permitting, managing contracts, and long-term planning. Experience in creating and presenting written and verbal reports. Experience managing building and trade contractors. Experience with project management, large and small scale maintenance projects, budgetary and fiscal processes, and partner building are a must. Multilingual and multi-cultural or cross-cultural experience is preferred.

Knowledge, Abilities, and Skills:

Knowledge of supervisory practices and procedures. Knowledge of principles and processes for providing customer and personal services. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Knowledge of principles and methods for showing, promoting, and selling products or services. Ability to manage ones own time and the time of others. Ability to apply general rules to specific problems to produce answers.

Preferred Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of organizational management and public administration. Knowledge of the principles and practices of budget administration with special reference to governmental procedures, practices, and objectives. Knowledge of natural resources management. Ability to review and analyze financial and statistical data. Ability to communicate with employees and management. Ability to organize and present clear and concise oral and written reports of findings and recommendations. Demonstrated ability to manage cross-functional teams, solve complex problems, and lead within a decentralized environment. Candidates will need to seek input, collect information, and develop rapport with staff they do not directly supervise. Ability to plan division objectives and to organize and oversee the work of subordinates. Ability to adapt to and incorporate changes of evolving fields.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Statewide

Division: Operations

Job Summary:

The Arkansas Game and Fish Operations and Facility Manager is responsible for planning, directing, or coordinating operations by formulating policies, managing daily operations, and planning the use of materials and human resources. This position is governed by state and federal laws and agency/institution policy.

The Arkansas Game & Fish Commission (AGFC) is seeking to hire an organized, conservation focused, and energetic leader to oversee the agency's dam maintenance program, regional maintenance personnel, operations administrative staff, and oversee agency capital infrastructure projects. This position will be located in the Little Rock Complex.

AGFC's Mission: To conserve and enhance Arkansas's fish and wildlife and their habitats while promoting sustainable use, public understanding, and support. To learn more about AGFC's Conservation Legacy, please watch this video as it will provide insight into the team you are wanting to join: <https://youtu.be/rEXz29ayl0M>

Typical Functions:

Manages a small staff, interviews and hires personnel, prepares work schedules, assigns specific duties, and evaluates performance. Communicates with people outside the organization by representing the organization to customers, the public, government, and other external sources. Answers inquiries pertaining to agency policies and services, and resolves customer complaints. Reviews financial, sales, and activity reports to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement. Coordinates and recommends procedures for facility and equipment maintenance or modification, including the replacement of equipment. Monitors a facility to ensure that it remains safe, secure, and well-maintained. Performs other duties as assigned.

Specific Duties and Responsibilities:

The Project Manager will lead maintenance projects, capital infrastructure projects, and supervise maintenance staff across the state. The Project Manager must be an energetic leader who can simplify and break down complex, multi-year projects into easily digestible operational plans. The job requires experience in project management, planning, budgeting, permitting, and oversight. The ideal candidate for this position has expertise in: construction and maintenance, dam and levee maintenance and construction, and water control construction. The job requires shifting between projects quickly and everyday will be different. The ideal candidate must be able to set a positive tone for staff and manage for a “can-do” attitude throughout the ranks. Strong communication and interpersonal skills are vital for this person to be successful.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Occasional overnight in-state travel will be required to include time spent in the field conducting on-site construction management or infrastructure maintenance.

Other Specific Information:

This position has the designation of a safety-sensitive position. Applicants being considered for this position are subject to pre-employment drug and alcohol testing. Refusal to submit to testing will result in disqualification of further employment consideration. If offered a position, employees in this position will be subject to periodic drug and alcohol testing.

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.