



Arkansas Game and Fish Commission Employment Job Posting

AGFC Operations & Facility Manager - AGFC Operations & Facility Manager

POSITION NO: 22096054

POSTING INFORMATION:

Advertisement Opens: April 3, 2025

Advertisement Closes: May 13, 2025

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, Mechanical Engineering, Electrical Engineering, Surveying, Personnel Management, or a related field; plus three years of experience in managing large construction or maintenance projects, or dam maintenance programs. 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

Preferred Experience:

- Previous supervisory experience with construction and maintenance personnel
- A proven history of understanding the execution of permitting, regulatory inspection procedures, construction, and maintenance project management processes.

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 techniques, production methods, and coordination of people and resources.

Knowledge of principles and methods for showing, promoting, and selling products or services.

Ability to manage one's own time and the time of others.

Ability to apply general rules to specific problems to produce answers

Preferred Knowledge, Abilities, and Skills:

- Prior experience in communicating with state and federal regulatory agencies
- A working knowledge of applicable laws and regulations
- A working knowledge of basic accounting principles
- At least a basic understanding of AASIS and the State of Arkansas's fiscal policy
- Experience with a virtual plan room software, such as BlueBeam
- An understanding of how to interpret construction specifications and contracts
- The Ability to plan and execute systems and organizational analysis
- The ability to research, prepare, and present comprehensive written and oral reports
- The ability to organize and conduct meetings and workshops
- The ability and attitude to work with and provide support to construction co-workers
- A positive attitude and a team-first mentality

POSTING DETAILS:

Position Location:

City: Little Rock

Office: TBD

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Operations and Facility Manager is responsible for planning, directing, or coordinating AGFC 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 policy.

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 Statewide Maintenance Project Manager will work alongside the Chief of Operations and the Assistant Chief of Operations (construction) to help oversee the Agency's construction/maintenance project and staff management needs. This will be executed through a diverse approach.

Capital Construction Project Management Administration - as directed by the Assistant Chief:

1. Take a supporting role in construction execution in the present day. This will be done through the management of specialized, large-scale construction projects.
2. Take a supportive role in helping the agency to work ahead and pre-plan for future projects
3. Provide a thorough review of the engineering/architectural plans and specifications for agency projects as directed. This includes representing the agency in value engineering studies on projects in development
4. Provide a thorough review of contractors' bids for all projects or for all projects as directed
5. Provide technical support to the chief and assistant chief of Operations to provide detailed project status updates to the agency
6. Provide technical support to their staff and the other Operations Project Managers and their staff as needed
7. Provide technical support to Operations Administrative staff to produce and review contracts, invoices, and internal documentation

Dam Program Administration

1. Work with internal staff and external partners to develop and maintain an EAP program for all agency high-hazard dam structures.
2. Organize/lead all tabletop exercises as needed for the agency's high-hazard dams
3. Work with internal staff and external partners to develop a routine maintenance program for all agency dam structures. This includes the record keeping and filing of all documentation associated with this practice, as well as the oversight to ensure that all agency dam structures with the required FEMA signage
4. Execution of construction projects pertaining to the agency dam and like structures

Maintenance Project Administration

1. Oversight of the daily activities of all RMCC (Regional Construction Manager) personnel / seven (7) current employees
2. Work with the RMCC, FISH, and WMD staff to formulate yearly budgets for all maintenance work on agency property (non-facility)
3. Work with internal agency staff to develop annual MFT program projects
4. Work with internal staff to fully execute the approved MFT program project list
5. Work with the RMCC, FISH, and WMD staff to formulate yearly budgets for all maintenance work on agency property (non-facility).
6. Supervise the execution of the work associated with these yearly budgets.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license

Special Job Dimensions:

Occasional in-state and out-of-state travel is required.

Other Specific Information:

The AGFC is seeking to hire an organized, conservation-focused, driven, and energetic leader to oversee the agency's dam maintenance projects, regional maintenance personnel, oversee agency capital infrastructure projects, and administer the Agency's dam maintenance program. This position will be located in the Little Rock Complex, but a remote location would be considered.

To learn more about AGFC's Conservation Legacy, please watch this video, as it will provide insight into our AGFC team: <https://youtu.be/rEXz29ayl0M>

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