

JEFFERY L. REYNOLDS

EXPERIENCED LOCAL GOVERNMENT PROFESSIONAL

CAREER DIRECTION

I am seeking a highly challenging, continuing and long-term assignment in a responsible decision-making capacity within an environment that will assist you in meeting current and long-term objectives.

Adaptability: I am unrestricted regarding the type of company or industry I am capable of working with. I have the ability to rapidly transition into and effectively master new responsibilities. I am especially skilled in management, telecommunications, military operations and logistics.

SUMMARY OF QUALIFICATIONS

- Over 30 years of experience with sales, communications systems, electronics and management; including over 10 years in the municipality sector.
- Demonstrated ability to manage teams of employees as well as work individually to complete projects.
- Able to conduct telephone and face to face interviews based on leads developed to determine qualifications
- Proven ability to plan, execute, and produce results in a fast-paced environment.
- Motivated self-starter with accelerated learning curve and an exceptional aptitude for detail.
- Exceptional leadership in planning, organizational, and time management skills.
- Strong interpersonal team building skills and a leadership style that obtains results through a strong set of values with proven ability to work within various echelons of an organization.
- Able to read and understand basic schematics and flow charts.
- Class B MSW Operator License.
- Proficient in Microsoft Office.

PROFESSIONAL EXPERIENCE

April 2021- Current Executive Director of Public Works, City of Killeen, (Killeen Texas)

- Performs a complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sewer, street, traffic control, solid waste, and other public works projects and programs.
- Exercises supervision of the employees in the Public Works Department.
- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Public Works department.
- Reviews and updates City master plan for streets, drainage, water and sewer.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Coordinates all Public Works activities during emergency operations.

- Responds to public or other inquiries relative to department policies and procedures.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations; possesses and maintains a valid driver's license, if required, and complies with City of Killeen driving policy accordingly.

March 2017- April 2021 Assistant Director of Public Works, City of Killeen, (Killeen, Texas)

- Provide daily support of operations to divisions within Public Works: Engineering, Environmental Services, Water and Sewer, Street Services and Solid Waste.
- Studies and standardizes departmental policies and procedures to improve efficiency and effectiveness of operations.
- Evaluates and assists in the needs of Public Works to formulate short- and long-range plans to meet the needs of all areas of responsibility, including transportation, streets, water, sewer, drainage and solid waste.
- Attends City Council workshops and meetings to provide staff input to the City Manager, Committee members and City Council.
- Reviews private project development plans with various City departments for compliance with codes, regulations, and standards with approved plans in infrastructure.
- Assist in the review and updates of the City's master plan for streets, drainage, water and sewer and solid waste services to include infrastructure inventory.
- Acts as interim Director of Public Works in the absence of the Executive Director of Public Works.

March 2014- March 2017 Mowing and Drainage Manager, Environmental Services, City of Killeen, (Killeen, Texas)

- Responsible for the coordination of staff and schedules for the mowing and maintenance of public right-of-ways, city properties and drainage utility infrastructure.
- Developed and implemented the Accident Prevention Plan (APP) for the Environmental Services Division in compliance with Texas Labor Code and the City of Killeen's Safety Program.
- Prepared and maintained annual budget for the division through analysis of operational effectiveness, productivity and forecasting of equipment, logistical and manpower needs.
- Worked in conjunction with engineers, city, county, state and federal agencies regarding drainage utility infrastructure on new construction developments.
- Complied with the State of Texas and Federal erosion, construction and municipal separate storm sewer system rules and regulations.

April 2013- March 2014 Supervisor, Environmental Services, United States Environmental Services (Houston, Texas)

- Developed and implemented environmental strategies and action plans to ensure sustainable development.
- Negotiated environmental service agreements and managing associated costs and revenue.
- Responsible for coordinating and leading the Environmental Services team, in conjunction with the manager, in the daily activities of the division.
- Developed site plans for remediation activities, prepares reports, evaluates remedial technologies/alternatives, and prepare remedial action plans

Nov 2010- Jul 2012 Field Engineer Senior for the Persistent Threat Detection System (PTDS), Lockheed Martin, (Afghanistan)

- Served as Night Shift Lead and Acting Site Manager for Forward Operations Base, Aryan Afghanistan, consisting of 14 PTDS operators.
- Oversaw the status of projects and budgets; managed schedules and prepared status reports.
- Monitored the assessment of project issues and developed resolutions to meet productivity, quality, and client-satisfaction goals and objectives.
- Attended two-week course at Lockheed Martin on the Persistent Threat Detection System Aerostat.
- Served as primary instructor teaching students about the payload systems on the PTDS system in Yuma, Arizona.
- Responsible for all repairs on the aerostat which include fiber optics repair, fiber splicing, high voltage wire repair, measuring fiber using a light source, repair of electronics and computers, hydraulic repairs on the platform, and electrical repairs.
- Interfaced with Military and Customers during PTDS operations.
- Successfully executed over 200 aerostat launches and recoveries.

July 2008- Sept. 2010 Telecommunications Chief (MOS 25W50) U.S. Army, 1st Cavalry Division G6, Ft. Hood, TX

- Planned, supervised, and managed the installation, operation, and maintenance of telecommunications systems and networks, including radio, telephone, switching, cable, and automation equipment for the 1st Cavalry Division while deployed in support to OIF FY-09.
- Managed the communications architecture for four maneuver Brigades, the Division Main and TAC CPs (over 20,000 users) during Operation Iraqi Freedom (OIF) FY-09.
- Supervised the network management, monitoring and policy development of a Modular Division fielded with Joint Network Transport Capability (JNTC).
- Maintained complete accountability of all communications equipment worth in excess of \$10,000,000 dollars.
- Identified system requirements, assigned duty positions and coordinated activities of all tactical communications systems for 4 subordinate Brigade Combat Teams, 1 Combat Aviation Brigade and 1 Combat Sustainment Brigade consisting, in excess of over 20,000 personnel.
- Supervised the installation, operation and maintenance of the Harris 7800 radio, Redline AN-50, High Band Net Radios, Redcom, and FBCB2 tactical network.
- Oversaw the Global Broadcasting System (GBS) VSAT Terminal, providing live Unmanned Aerial Vehicle (UAV) feeds to Contractors and throughout the Multi-National Division, Baghdad (MND-B) area of operation.
- Provided technical advice and assistance to the Division Staff and Commanders.

Mar 2005-June 2008 First Sergeant (MOS 25W50), U.S. Army, 1st Armor Division, Ft. Bliss, TX

- Primary advisor to the Commander in matters pertaining to human resources and personnel matters, labor management relations, promotions and filling vacant positions.
- Supervised 118 personnel, coordinated training, provided counseling, direction, and evaluated performance on a daily basis.
- Planned and established current and long-term goals and ensured the development and execution of procedures to accomplish these objectives.
- Maintained 100% accountability of \$ 30,000,000 worth of equipment and supplies to include 27 government vehicles.
- Determined the overall operational needs of the Army's first ever Network Support Company that supported Future Combat Systems.

- Directly responsible for equipment assignment, inventory accountability, and logistics for a Company size element.
- Managed and monitored expenditures and government credit card purchases of a \$100,000 account used to support Company operations and maintenance.
- Responsible for coordinating subordinate employee recruitment, selection, training, performance assessment, work assignments and recognition/disciplinary actions.

**July 2002-Feb 2005 Operations Non-Commissioned Officer in Charge, U.S. Army,
3rd Brigade Great Lakes Recruiting Battalion, Lansing, MI**

- Overall responsible for the training of 281 Soldiers in preventative and corrective maintenance, quality control procedures, equipment readiness, supply support, current eligibility and policies.
- Provided staff assistance to the operations officer on the operational matters encompassing production, statistics, reports and administrative matters critical to operations.
- Assisted in supervision of clerical and administrative matters; training functions and the employment of the command in garrison environment; logistics functions; inspections and investigations; and personnel management.
- Interviewed, counseled and provided direction to command personnel on pertinent professional and personal matters that may affect the efficiency of the command.
- Made recommendations to the operations officer and commander regarding all functional operations matters.

**June 1997-June 2002 Army Recruiter, U.S. Army, 3rd Brigade Great Lakes Recruiting Battalion,
Flint, MI**

- Managed an Army Recruiting Office located in Flint, Michigan, covering a 78 square mile radius.
- Directly responsible for the accountability and operations of all wheeled motor transport items as well as the training, supervision and performance evaluation of 10 personnel.
- Responsible for successfully recruiting, mentoring and developing approximately 570 qualified men and women for the United States Army.
- Tasked with meeting daily, weekly and monthly prospecting requirements of 80 appointments conducted per month.
- Interviewed all future Soldiers to determine basic qualifications, resulting in a 97% enlistment rate
- Provided over 200 hours of volunteer services, while maintaining close relations with High School, College and community officials; resulting in numerous referrals becoming Soldiers.
- Implemented and conducted a variety of Army recruiter and awareness programs.

**June 1989-May 1997 Network Switching Systems Operator/Maintainer (MOS 31F20) U.S. Army,
Fort Lewis WA, Korea, and Fort Hood, TX**

- Supervised, installed, operated and performed maintenance on systems control center, node center switch, extension node switches, associated multiplexing equipment, net radio interface equipment, communications security devices, and remote transmission radios.
- Performed troubleshooting using digital multi-meters, computer terminals with diagnostic readouts and board level LEDs and configuration switches.

EDUCATION

- Bachelor of Science Degree in Business Management and Marketing, Columbia Southern University, Orange Beach, AL (2010)
- High School Diploma, Headland High School, Headland, AL (1989)

TRAINING

- Confined Space
- Emergency Rescue
- Commercial Drivers License, San Antonio, TX (2013)
- Certificate - Persistent Threat Detection System, Yuma, AZ (2010)
- First Sergeant's Leadership Course (2005)
- Guidance Counselor Leadership Course (2001)
- Advanced Non-Commissioned Officers Leadership Course, U.S. Army (2000)
- Station Commander Leadership Course (2000)
- Army Recruiter Course (1997)
- Basic Non-Commissioned Officers Leadership Course, U.S. Army (1995)
- Primary Leadership Development Course, U.S. Army (1991)