



# PUBLIC WORKS TECHNICIAN 1

**Opening Date:** June 17, 2019

**Closing Date:** Until Filled

## **JOB SUMMARY:**

This is a full-time, benefitted, position with the Public Works and Water/Sewer functions of the City of Cedar Hills in the Public Services Department. The scope of this position is broad, ranging from duties which are somewhat technical to those which are primarily labor-related.

## **DUTIES:**

- Performs a variety of entry level duties related to the installation, maintenance, and repair of City water supply, transmission and distribution system; monitors pump stations, water tanks, and metering equipment.
- Performs all duties related to municipal functions which may include technical assignments, duties, or tasks.
- Conducts routine to complex inspections of public works projects related to general improvements to public right-of-ways, earthwork, surfacing, surface restoration, water and sewer lines, manholes, storm drains, curb, gutter, waterways, sidewalks, signs, parks, etc. Install, maintain, and repair the same.
- Maintenance and repair of buildings, vehicles, and equipment.
- Discusses construction problems with contractor or personnel; evaluates scope of problems and determines alternate courses of action; exercises professional judgment where errors could be costly.
- Performs routine maintenance on all City facilities.
- Additional duties performed as necessary.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Able to work extended hours when necessary. Willing to be "on-call" for emergencies. Able to respond within 30 minutes.
- Able to climb into and out of trenches for inspections.
- Must be able to lift up to 50 lbs. Ability to perform strenuous manual labor.
- Maintain a current and valid Utah Driver License; Able to obtain CDL within 6 months of hire
- Ability to work from blueprints and/or plans.
- Ability and skill in working as a team member in a rapidly growing community and team-oriented organization.
- Good communication skills, both orally and written, is absolutely essential; ability to deal effectively with staff and public.

## **QUALIFICATIONS:**

Required - High School degree or equivalent, One year of maintenance/repair experience related to general maintenance, carpentry, plumbing, electrical, mechanical, water systems, etc.

Preferred - Previous municipal experience in a Public Works, Water, and /or Sewer Department.

## **SALARY:**

Starting salary is \$15.69/hour. Benefits package includes paid retirement into State Retirement System, fully paid family medical/dental plans, paid holidays, life insurance policy and 401k/457 Employer Contribution in lieu of Social Security participation and paid vacation/sick leave.

**SCHEDULE:** 40 hours per week + Additional weekend on-call assignments

Send completed City of Cedar Hills employment application, resume, and cover letter to: Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or [gordon@cedarhills.org](mailto:gordon@cedarhills.org). Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

**THE CITY OF CEDAR HILLS IS AN EQUAL OPPORTUNITY EMPLOYER**

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.