



# PUBLIC WORKS OPERATIONS MANAGER

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**Opening Date:** March 5, 2019

**Closing Date:** Until filled

## **JOB SUMMARY:**

This is a full-time, benefitted, position performing public works related duties for the City of Cedar Hills. This position is a non-exempt position reporting directly to the Public Works Director.

## **DUTIES:**

- Coordinates the Public Works Department in association with the Public Works Director.
- Assists in the preparation of essential reports including but not limited to sanitary survey, water use, inspections and testing, storm water management and conservation.
- Coordinates inspections of construction projects, including residential and commercial development projects.
- Provides counsel to the department head regarding appropriate and economical construction techniques.
- Coordinates the City's efforts to maintain the City's parks, trails, walkways, storm water basins, and other maintained areas.
- Assists in the coordination of the Safety Program for the Public Works Department.
- Coordinates the on-call status of the Public Works employees.
- Coordinates the contracting of construction or outsource services when necessary.
- Assists the Public Works Director by providing information and recommendations about construction projects; recommends rules, regulations, policies, procedures, and standards that promote good public works procedure within the City.
- Shall supervise/direct public works employees as assigned.
- Operates equipment such as backhoe, dump trucks, snowplows, and skidster.
- Oversees and assists with repairs of water lines, sidewalks, streets, etc.
- Able to work extended hours if necessary, read construction drawings and specifications and lift 80 pounds safely.
- Other public works related duties, as assigned.

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

- Good communications skills, both orally and written, ability to deal effectively with staff and Public
- Good organizational management skills, ability to organize, direct and manage daily public works operations
- Able to work extended, flexible, and on-call hours, if necessary

## **QUALIFICATIONS:**

Required: High School degree or equivalent; 3 years minimum experience in public works with a city or governmental agency; Preference given for Water Operator Certification, Collections System Operator, Backflow Prevention Certification, Storm Water Inspector or any combination. Possess a current CDL or able to obtain within six months of hire.

## **SALARY:**

Starting salary begins at \$26.00/hour DOE. 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.

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 EMPLOYMENT OPPORTUNITY**

**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.