



ASSISTANT PUBLIC WORKS DIRECTOR

Opening Date: March 15, 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 Director of the Public Works Department.

STATEMENT OF OVERALL PURPOSE/GOAL OF POSITION

Under the general supervision of the Public Works Director, assist with the management of operations, budgeting and personnel in the Public Works Department.

DUTIES:

- Assist the department director in the planning, development, and implementation of department-wide activities including department related budgets and budget proposals.
- Supervise department staff; assist in hiring, training, motivating, disciplining, evaluating and terminating employees.
- Plan, coordinate, and implement department wide tasks.
- As assigned; represent the department director at meetings or functions within the department, with other City departments, or with outside organizations.
- Assist in the preparation of essential reports including but not limited to sanitary survey, water use, inspections and testing, storm water management and conservation.
- Assist in the coordination of the department safety programs.
- Read construction drawings, specifications and coordinate construction and outsourced services as necessary.
- Oversee and assist with repair of water lines, valves, pumps, streets, etc. as needed.
- Respond to emergencies and able to work extended hours if necessary.
- 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 direct and manage daily public works operations
- Able to work extended, flexible, and on-call hours, if necessary

QUALIFICATIONS:

Required:

- Bachelor's degree in public or business administration, engineering or related field.
- Three to five years of management experience in local government or a related field.
- Possess a valid Utah Driver's license or able to obtain within six months of hire.

Preferred:

- Engineer with related experience.
- Various Public Works related certifications, or the ability to obtain necessary certifications within one year of hire.
- Knowledge of management principles and practices, including governmental budgeting, computer capabilities, research and analysis methods, personnel policies and procedures, and project management.
- Ability to furnish and obtain information from other departments; contact with other departments requiring tact and judgment to avoid friction; frequent contact with the public; ability to make both written and oral presentations to other employees, the public and executive level staff.

Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; employee will sit or stand for long periods of time. Constant seeing, talking and hearing are required for the performance of all job tasks; required to push, pull or lift up to 50 lbs.; frequent stooping, crouching and bending.

Work Environment: Employee will work in a generally comfortable office setting. Considerable mental effort is required daily; exposure to stress caused by a need to meet deadlines; frequent field work with exposure to traffic, dust, noise, various weather conditions and construction site hazards.

SALARY:

Negotiable depending on experience/qualifications. 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.
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.