



## **KAMAS CITY**

### **JOB DESCRIPTION: PUBLIC WORKS DIRECTOR**

SALARY LEVEL: \$15-\$21

DEPARTMENT: Maintenance

SUPERVISOR: Mayor

SHIFT: 40 per week

#### **SUMMARY OF POSITION, GOAL, & PURPOSE**

Summary of Position/ Goal & Purpose: An appointed position under the direction of the Mayor, this position is responsible for the management of the Public Works Department, budget and personnel within that department. Develops, implements, and monitors all projects, transportation, property, equipment, streets, and capital improvements.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create and manage annual budget approved by City Council.
- Oversee operation and maintenance of sewer and water treatment.
- Review and evaluate all operations reports for the water and wastewater treatment.
- Oversee planning and development of public works programs and projects.
- Oversee maintenance and repairs of all city properties.
- Oversee maintenance and repairs of all city equipment.
- Provide seasonal maintenance for City facilities such as plowing city roads, sprinkling systems, irrigation systems, arena, and City celebration.
- Maintain City grounds, fair grounds, and parks for cleanliness and special events.
- Plan and develop an emergency operation plan for Kamas City.
- Insures compliance with all federal, state, and local environmental regulation.
- Develop department policies to ensure compliance with city state, and federal regulation.
- Keep operations records and files current, complete, and accurate.
- Supervise and train maintenance employees as needed.
- Report to the City Council and attend meetings as needed.
- Respond to citizen complaints pertaining to city maintenance operations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Education: A minimum of a High School diploma or GED.
- Certification/ Licenses: Valid Utah CDL driver's license, Water & Sewer certifications or must obtain a grade I certification within 18 months. Emergency Management certification (NIMS, ICS)
- Operation of all city Equipment, Machines, and Tools.
- Knowledge of Management, research, budgeting, public administration, statutory requirements of municipal infrastructure facilities and systems as they apply to OSHA, EPA guidelines, etc.
- Responsibility for the direction of Public Works; the supervision of a budget; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of others, what to do, when to do it, and how; great responsibility for the supervision of all Public Works employees.
- Communication Skills: Communicate effectively verbally and in writing in English; ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well-developed sense of strategy and timing; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; ability to interpret all documents.
- Analytical and mathematical ability to organize, delegate, and establish meaningful goals; prepare and present and understand highly complex reports in verbal and written form; coordinate and direct a variety of major construction and maintenance programs related to public works projects; prioritize tasks and reprioritize when needed; establish effective working relationships with the employees and the public; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

## **WORKING CONDITIONS**

- Physical demands: Ability to perform all mentioned duties, handling office equipment and maintenance equipment. Employee may frequently bend, stoop, or crouch, lift heavy objects, climb, fell objects, reach, kneel, crawl, push and pull, and sit or stand for long periods of time.
- Work Environment, Generally comfortable working conditions. May be exceeding noise level in the work environment, maybe be a certain amount of pressure and fatigue present during an average work day; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Moderate exposure to overtime; some evening and weekend work required. Occasional field work and exposure to traffic and construction site hazards.
- Work Performance will be evaluated on a regular basis covering Job knowledge, attendance, quantity of work, quality of work, safety, cooperation, obtaining and continuing necessary certifications, performing tasks at the highest level.

## KAMAS CITY APPLICATION FOR EMPLOYMENT

“WE ARE AN EQUAL OPPORTUNITY EMPLOYMENT COMPANY. WE ARE DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION, OR NATIONAL ORIGIN; OR PHYSICAL DEFECTS”

### PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST
FIRST
MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET
CITY
STATE
ZIP

PERMANENT ADDRESS \_\_\_\_\_  
STREET
CITY
STATE
ZIP

PHONE NO. \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

REFERRED BY \_\_\_\_\_

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED \_\_\_\_\_ IF SO MAY WE INQUIRE OF YOU YOUR PRESENT EMPLOYER \_\_\_\_\_

HAVE YOU EVERY APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE \_\_\_\_\_ WHEN \_\_\_\_\_

EDUCATION	NAME AND LOCATION OF SCHOOL OR INSTITUTION	NUMBER OF YEARS ATTENDED	DATE OF GRADUATION	SUBJECTS THAT WERE STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
OTHER				

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

U.S. MILITARY, OR NAVAL SERVICE \_\_\_\_\_ RANK \_\_\_\_\_ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES \_\_\_\_\_

ACTIVITIES OTHER THAN RELIGIOUS (CIVIC, ATHLETIC, FRATERNAL, ETC.) \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBER.

**FORMER EMPLOYERS**

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST.)

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

**REFERENCES**

GIVE THE NAMES OF TWO PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

**PHYSICAL RECORD**

DO YOU HAVE ANY IMPAIRMENTS, PHYSICAL, MENTAL, OR MEDICAL, WHICH WOULD INTERFERE WITH YOUR ABILITY TO PERFORM THE JOB FOR WHICH YOU HAVE APPLIED?

GIVE DETAILS

**IN CASE OF EMERGENCY**

PLEASE NOTIFY

NAME

ADDRESS

PHONE NUMBER(S)

**READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.**

BY MAKING THIS APPLICATION, I HEREBY AUTHORIZE ANY PREVIOUS EMPLOYERS OR REFERENCES TO GIVE AND RELEASE TO THE KAMAS CITY PERSONNEL DEPARTMENT ANY AND ALL INFORMATION OF WHATEVER KIND IN EITHER WRITTEN OR VERBAL FORM WHICH RELATES TO MY ABILITY TO PERFORM THE DUTIES OF THE POSITION FOR WHICH I AM APPLYING. ANY OR ALL PREVIOUS EMPLOYERS MAY BE CONTACTED. I RELEASE KAMAS CITY FROM ANY LIABILITY FOR THE USE OF THIS INFORMATION IN CONSIDERING AND REVIEWING MY APPLICATION FOR THE AVAILABLE POSITION.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACT CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

IF I AM APPLYING FOR A POSITION IN LAW ENFORCEMENT OR FOR A POSITION IN WHICH FIDUCIARY TRUST IS INVOLVED, I HEREBY AUTHORIZE KAMAS CITY TO CONDUCT A THOROUGH BACKGROUND INVESTIGATION, TO INCLUDE IDENTIFYING CRIMINAL OFFENCES OF WHICH I MAY HAVE BEEN CONVICTED. I HEREBY RELEASE KAMAS CITY OR ANY OTHER AGENCY INVOLVED IN RELEASING THIS INFORMATION FROM ANY CIVIL OR CRIMINAL LIABILITY ARISING UNDER LAW.

I UNDERSTAND THAT KAMAS CITY IS A DRUG FREE WORKPLACE CONDUCTING PRE-EMPLOYMENT, REASONABLE SUSPICION, POST-ACCIDENT AND FOLLOW-UP DRUG TESTING FOR THE ILLEGAL USE OF CONTROLLED SUBSTANCES. IF THE POSITION FOR WHICH I AM APPLYING FOR IS CONSIDERED SAFETY SENSITIVE, I UNDERSTAND THAT I AM SUBJECT TO RANDOM DRUG TESTING.

SIGNATURE

DATE

**PLEASE RETURN THE COMPLETED FORM TO:**

**KAMAS CITY HALL  
170 N. MAIN  
KAMAS, UT 84036  
(435) 783-4630**