

**Perry City**  
**Job Description**

**Public Works Director**

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**Division:** Streets and Utility

**Reports to:** City Administrator

**Department:** Public Works and Maintenance

**Date Prepared:** September 14, 2022

**FLSA Status:** Non-Exempt

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**Purpose:**

To operate and maintain Perry City water, sewer, and streets. Maintain compliance with the rules and regulations of the state of Utah. This position is also responsible for supervising all employees who work in the maintenance department of Perry City.

**Essential Duties and Responsibilities:**

- Supervise all Public Works and Maintenance employees
- Manage all areas of the department to ensure that projects are completed and city water and roads are working properly
- Maintain city drinking water: maintain adequate storage levels, proper chlorine residuals, manage water facilities
- Read water meters
- Ensure sewer lines and lift stations are operating and all lines are clear. Direct all routine cleaning of sewer lines
- Sample water and sewage required by state
- Manage compliance of storm drains as required by State law (MS4 Permitting)
- Outline bid requirements for all streets
- Supervise road repair/maintenance and snow removal
- Maintenance of all city facilities
- Purchase equipment in compliance with purchasing policies
- Assist with the creation and management of budgets for streets, water, sewer, storm drain, and garbage
- Compiling and updating all City GIS mapping
- Assist with on call response and respond to after hour emergencies

**Knowledge and experience:**

1. Must have an Associates Degree or equivalent technical training in a related field
2. Must have communication skills to coordinate city maintenance
3. Must have basic math skills (algebra and geometry) to calculate capacities of reservoirs, pipes, flow rates, horse power, and other related math calculations
4. Preferred candidates will have a CDL Driver's license
5. Must have Utah State Level 2 Culinary Water and Sewer Collection certifications or be able to obtain certifications within 6 months of hire
6. MS4 Storm Drain certification preferred
7. Ability to operate equipment and/or tools used for city/building maintenance
8. Ability to inspect all Water and Sewer lines to comply with City and State codes

9. Ability to inspect all Public Works Standards (Right of Way, etc.)
10. Must have management experience/skills to supervise all public works employees
11. Must have problem solving skills and deal with a variety of situations where there is limited standardization
12. Must be computer literate with knowledge and experience working with Microsoft Office applications.
13. Must have knowledge and experience working with GIS mapping and reports.
14. Proficient in the reading and writing of all State and Federal reports related to sewer, water, or storm drains.

**Interpersonal and Communication Skills:**

Must be able communicate with citizens, co-workers, subordinates, technicians, contractors, engineers, City Council members, and others to manage city maintenance. Must be able to read and write reports and other business correspondence.

**Physical Requirements and work environment:**

While performing the duties of this position, the employee is in a variety of settings and may be subject to diverse weather conditions, confined spaces, work near moving mechanical parts, possible exposure to fumes or chemicals, and extreme heat. The employee is often required to lift up to 50 pounds, sit, use hands to handle tools and controls, reach with the hands and arms, climb/balance, stoop, kneel, crouch, or crawl, talk and hear, while working on maintenance projects. The specific vision abilities required by the job include close, distance, color, peripheral, depth, and the ability to focus to accurately accomplish duties such as drive equipment, reading meters, reading chlorine flow rates, and other day to day duties.

**Attendance and punctuality:**

Regular and predictable attendance and proper notification/communication in the event of absence is required.

**Supervisory/Management Skills:**

This position has direct supervision of all public works employees, including the parks seasonal staff. Management skills and experience are essential to this position.

**Position by Appointment**

This position is for the head of a municipal department, is appointed by the mayor with consent of the council, and therefore is exempt from the protections described in Utah State Code 10-3-1105(1)(a).