

NOTICE OF EMPLOYMENT

Position Title: Assistant to the Director of Public Works

Apple Valley Town

Assistant to Director of Public Works Supervisory-Exempt
Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of the Public Works Department. Assist with duties, operations and any duties that present themselves from day to day operations and needs of public works, water dept and/or public safety.

Salary: Starting at \$30,000 annual and up DOE

Full-Time with current benefit package offered

Essential Duties

- Assist and accomplish with the Director in the planning, development, and implementation of department-wide activities, projects, day-to-day duties and operations as assigned.
- Must be willing to work in a fast-paced environment.
- Plan, coordinate, and implement department wide activities and programs.
- Represent the town in a professional mannerism at meetings or functions within the departments, or with outside organizations.
- Manage and coordinate department personnel activities.
- Manage and oversee other on-site personnel.
- Interact and coordinate with other Town departments.
- Respond to public inquiries, complaints, and requests.
- Respond to emergencies.

Experience: Experience in similar local government position preferred.

Certificates/Licenses: Must possess a valid Utah Drivers License. CDL preferred and may become a requirement. Equipment operator license/Cert preferred.

Knowledge of: Equipment principles and practices including governmental water systems and public works are preferred. A working knowledge of the town streets, transportation flow and storm drainage as well as other major department functions is important.

Communication Skills: 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 and citizens of the town.

Tool, Machine, Equipment Operation: Regular use of a backhoe, dump truck, motor grader, water system tools, telephone, computer, copier, fax machine, calculator, and a vehicle. CDL preferred when starting and may be required after employment.

Analytical Ability: Organize, delegate, and establish meaningful goals, prepare and present highly complex reports in verbal and in written form; establish effective working relationships with other department management and employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well developed sense of strategy and timing.

Working Conditions

Willingness to physically work extremely hard while making critical decisions.

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 or more; frequent stooping, crouching and bending.

Great mental effort is required daily; frequent exposure to stress caused by a need to meet deadlines and events that arise. Fieldwork with exposure to traffic, dust, noise, various weather conditions and construction site hazards.

Management reserves the right to add or change duties at any time.

For a more detailed list of requirements, please inquire within. Please send resumes to: Town of Apple Valley, 1777 N. Meadowlark Dr., Apple Valley, UT 84737 or email to mmcgowan@applevalleyut.gov. The deadline for applicants to submit a resume is January 12, 2018. The Town of Apple Valley is an equal employment opportunity employer.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. May require pre-employment drug screening and criminal background check.

CERTIFICATE OF POSTING I, as duly appointed Recorder for the Town of Apple Valley, hereby certify that copies of this notice were posted at the Apple Valley Town Office, and the Town website, www.applevalleyut.gov.

Dated this 9th day of January, 2018
Jauna McGinnis, Recorder
Town of Apple Valley