

Hooper City Public Works Maintenance Position

Position General Description:

The purpose of this position is to perform manual labor and operate a wide variety of small and heavy equipment for construction and maintenance of Hooper City infrastructure including: parks, right of way, streets, buildings, equipment and utilities. This position will report to the Supervisor of one or more of the following departments; Streets, Parks, Sewer. This position will be utilized throughout the city where and when needed, and will not be permanently assigned to a particular department. This position will require the safe operation of commercial vehicles, and heavy equipment. Employee will be required to work; On-call, weekends, after hours and Holidays as needed and / or assigned. Employee must have excellent public relations skills and be a team oriented employee.

Pay and Benefits:

Pay will be determined according to qualifications and negotiated with the selected applicant (pay range for this position \$ 15.00 – \$ 22.00). Pay for this position will be on an hourly basis and will be normally scheduled for 40 hours per week. Hours and work days are subject to change. Required on call and overtime will be paid according to Hooper City policy and Utah and Federal Wage law. After a probationary period this position will be eligible for the benefits offered by Hooper City. These include paid vacation accrual, sick leave accrual, health and dental insurance, life insurance, and retirement.

Requirements:

- High School diploma or equivalent with three years' experience in a related field or work environment. (i.e. construction, facilities maintenance, municipal –district employee, engineering, etc.)
- Must have and maintain a valid Utah driver's license and medical card if applicable
- Must have or acquire and maintain a Class A or Class B Utah CDL, and applicable medical card within 3 months of hire.
- Must be able to safely perform duties with various hand tools and small and heavy equipment
- Must be able to follow directions from supervisors and follow policy
- Must be willing to learn new tasks and responsibilities
- Must be able to stay on task and work with minimal supervision
- Must participate in an On-call rotation to respond to afterhours, weekend, and holiday emergencies
- Must work Holidays, weekends, and nights when assigned
- Must promote a productive and respectful work environment by coordinating work efforts with fellow employees, supervisors and city officials
- Must exercise excellent public relations and always be respectful to the public
- Must be able to physically complete necessary tasks which include heavy lifting, climbing, shoveling, raking, sweeping, confined space entrance,
- Will be subject to extreme work conditions including; heat, cold, wind, rain, snow and all unfavorable weather conditions

Possible duties and responsibilities in the Sewer Department:

- Assist in the operation and maintenance of the gravity and vacuum sewer collection system
- Assist with general maintenance and housekeeping duties of sewer facilities
- Assist with planned routine maintenance and unscheduled maintenance and emergencies
- May be required to obtain and maintain a Utah Wastewater Operator Collection II license
- Assist in inspection and installation of sewer infrastructure
- Attend training and pass applicable exams as assigned and needed
- Other duties as assigned

Possible duties and responsibilities in the Parks Department:

- Perform daily routine operation and maintenance on city owned facilities and properties
- Perform basic plumbing, electrical, masonry, janitorial, painting and carpenter work
- Maintenance of grounds and turf, including mowing, trimming, fertilizing, watering and weed control
- Understand and be able to adjust, install and repair commercial and residential sprinkler systems
- Operate typical commercial small equipment; lawn mowers, trimmer, blowers, UTV's, etc.
- Maintenance of ball fields, pavilions, tables, garbage cans, benches play equipment and fencing
- Assist in the preparation, staffing, and clean up for the city's annual Labor Day Celebration, including working on that Holiday weekend and as assigned.
- Participate in an after-hours and weekend park maintenance as required
- Assist with burials and maintenance at the cemetery
- Other duties as assigned

Possible duties and responsibilities in the Streets Department:

- Assist in the snow removal operations of the city including the operation of snow-blowers, shovels, snowplows, sanders, etc.
- Assist with asphalt repairs and grading, compaction, and patching
- Assist as directed with cleaning of open channel drainage ditches and storm drain facilities
- Assist in forming and pouring various concrete projects, both vertical and flatwork
- Assist in Heavy equipment, truck and vehicle routine maintenance and repairs
- Understand the basics of traffic control and establishment of a safe work zone
- Operation of various small equipment; pumps, compactors, jack hammer, pick-up truck & trailer, chain saw, etc.
- Assist when assigned to operate Heavy Equipment; (i.e. Dump Truck, Man Lift, Backhoe, Loader, Tractor, Roadside Mower, Grader, Snowplow – Sander, Mini Excavator, water truck, etc.
- Attend training and pass applicable exams as assigned and needed
- Other duties as assigned

These lists are examples of daily routine tasks and are not intended be a complete list of duties and are NOT intended to limit any assignment by supervisors, directors, or officials or supersede any official policy or procedure of Hooper City.

Additional specific skills that will be considered in selecting an applicant:

- Electrical Experience
- Plumbing Experience
- Sewer Operations
- Utility – Infrastructure Construction
- Concrete Experience
- Heavy Equipment & Truck Operation Experience
- Welding skills and experience
- Mechanical Repair
- GIS Experience

Applicants MUST fill out and sign a Hooper City Employment Application. A maximum 3 page resume may be submitted in person only to Hooper City, 5580 W. 4600 S. Hooper, Utah 84315 Mon – Thurs 9:00am to 5:00pm. The position will remain open until it has been filled.