



## **PUBLIC WORKS MAINTENANCE**

Opening Date: July 29, 2021

Closing Date: Until Filled

### **JOB SUMMARY:**

Richmond City is accepting applications in our Public Works Department for a Full-Time Maintenance Worker to assist in the maintenance of City Parks, Streets, Sewer, Water, and other City infrastructure as assigned in accordance with the rules and regulations of the State of Utah.

### **DUTIES:**

- Maintain Roads: snow removal, grade, and repair roads
- Drive trucks, snowplow, and operate equipment
- Assist with operating and maintain the sewer treatment and collection facilities
- Assist with operating and maintain the water treatment and distribution facilities
- Shop Mechanic: repair and maintain city vehicles, tools, and equipment (trucks, mowers, graders, etc.)
- Handle emergency repair work of city roads, sewer, and water
- General labor (spray weeds, shovel, etc.)
- Install and repair water lines
- Inspection of all waterworks to ensure they comply with state codes
- Maintains city offices and buildings, plumbing and electrical
- Performs all duties related to municipal functions, which may include technical assignments, duties, or tasks.
- Complete routine to complex inspections of public works projects related to general improvements to public right-of-way, earthwork, surfacing, surface restoration, water and sewer lines, manholes, storm drains, curb, gutter, waterways, sidewalks, signs, parks, etc. Install, maintain, and repair the same.
- Maintenance and repair of buildings, vehicles, and equipment.
- Discusses construction problems with contractor or personnel; evaluates the scope of problems and determines alternate courses of action; exercises professional judgment where errors could be costly.
- Mowing/trimming of landscaping at City parks and properties
- Other duties as directed

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Able to work extended hours when necessary. Willing to be “on-call” for emergencies. Able to respond within 30 minutes.
- Able to climb into and out of trenches for inspections.
- Must be able to lift up to 50 lbs—ability to perform strenuous manual labor.
- Hold and maintain a current and valid Commercial Driver License (CDL).
- Ability to work from blueprints and/or plans.

- Ability and skill in working as a team member in a rapidly growing community and team-oriented organization.
- Good communication skills, both orally and written, are absolutely essential; ability to deal effectively with staff and public.

**QUALIFICATIONS:**

- Must have a high school diploma/GED and six months of training/experience in maintenance.
- Must have communication skills to coordinate city maintenance with co-workers.
- Must have a CDL drivers' license.
- Ability to operate equipment and/or tools used for building and street maintenance.
- Must have the ability to apply commonsense understanding to carry out instructions.

**SALARY:**

Salary is DOE. Benefits package includes paid retirement into Utah State Retirement System (URS), family medical/dental plans, paid holidays, paid PTO.

**SCHEDULE:**

40 hours per week + Additional weekend on-call assignments

Send resume and cover letter to: Richmond City, Attn: Jeremy Kimpton, P.O. Box 9, Richmond, UT 84333 or preferably email to: [jkimpton@richmondutah.org](mailto:jkimpton@richmondutah.org).

In accordance with the Americans with Disabilities Act, Richmond City will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City Office at (435) 258-2092.

**RICHMOND CITY IS AN EQUAL OPPORTUNITY EMPLOYER**

**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. Richmond City 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 Richmond City Personnel Manual.