



HARRISVILLE CITY

363 West Independence § Harrisville, Utah 84404 § (801) 782-4100

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Kenny Loveland

JOB DESCRIPTION

PUBLIC WORKS MAINTENANCE WORKER - The City of Harrisville, Utah is looking for a Public Works Maintenance Worker to provide support to the Public Works Department. This position is an appointed position and is classified as overtime non-exempt. Hourly requirements likely to exceed 40 hours per week. High School Diploma or GED required. Applications, and complete job description can be found online at www.Cityofharrisville.com. The City of Harrisville is an Equal Opportunity Employer.

APPLICATION OPEN: 11/15/2022

APPLICATION CLOSES: When position is filled

DEPARTMENT: Public Works

CLASSIFICATION: Full-time

FLSA DESIGNATION: Overtime Non-Exempt

SALARY RANGE: \$17.50 to \$20.50/hour Depending on Experience Includes Insurance 401k and state ret

POSITION REPORTS TO: Public Works Director

DISTINGUISHING FEATURES OF THE POSITION

Inspect, maintain and/or repair utility infrastructure, streets and signage, storm water, parks, and their irrigation systems, sanitary sewer system, and building facilities, and other duties as assigned.

FUNCTIONS & DUTIES

- This position, a Public Works Maintenance Worker, will be responsible to work under direct supervision.
- Inspect, maintain and/or repair utility infrastructure, streets and signage, storm water, and their irrigation systems, sanitary sewer system, and building facilities.
- Perform required labor involved in construction, reconstruction and maintenance projects, including pavement repair and ditch digging.
- Determine the locations of utility lines prior to excavation.
- Drive trucks of various sizes and weights, and operates a variety of powered construction and maintenance equipment.
- Communicate with co-workers, citizens, and others in a courteous and professional manner.
- During winter months, perform snow removal.
- Perform minor maintenance and repairs on city equipment.
- Other duties as assigned.

QUALIFICATIONS & COMPETENCIES

- High School diploma, GED, or professional certificate from college or technical school.
- Within 6 months of hire obtain:
 - Certified traffic control flagger
 - Class B Commercial Driver's License

SKILLS / ABILITIES:

- Ability to work in all types of weather for a prolonged period of time.
- Ability to understand and effectively carry out written and oral instructions and to complete and maintain accurate written reports.
- Ability to establish and maintain effective working relationships with the general public and other employees.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to make decisions and interpret duties or daily operations within a functional area.
- Ability to lift heavy objects that generally requires assistance.
- Ability to lift, stand, bend, walk, crawl or climb

Disclaimer

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to illustrate essential functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills, and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.