

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in engineering, management, or related field. MPA, MBA, or other Masters Degree preferred.

AND

B. Four (4) years of managerial and supervisory experience in a field related to above duties.

2. Special Qualifications:

Valid Utah Class D Driver's License

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of Operational characteristics, services, and activities of municipal services programs; organizational and managerial practices as applied to the analysis and evaluation of municipal services programs, policies, and operational needs; modern and complex principles and practices of program development and administration; advanced principles and practices of strategic planning, budgeting, safety, Homeland Security, and administration; principles of leadership, management, supervision, training, performance evaluation, and safe driving principles and practices.

Skill in diplomacy and cooperative problem solving.

Ability to operate a personal computer and Microsoft products.

Ability to communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a Public Works Department; read and interpret engineering drawings and specifications; perform project management; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Public Works Admin	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	2025