

**CITY OF MONTICELLO**  
**PO Box 457, Monticello, UT 84535**

**Job Announcement**

**Position:** Water Department Superintendent/Public Works Coordinator  
**Hours:** This is a full-time, 40-hour per week position. May require after-hours call-outs, weekend scheduling, and response to breaks in utility service on an emergent basis. Flexibility in hours or days worked will be necessary.  
**Salary:** Starting Step-160, Starting Salary \$33,558 Annual; Excellent Benefit Package

**Position Objective:** Coordinates, supervises and participates in day-to-day operations of the Water, Sewer, Sanitation and Street Departments. Assumes primary responsibility for operation and maintenance of City water system. Assists with operation and maintenance of sewer lagoon system. With other members of the Public Works Department, keeps City water and sewer lines functioning and maintained; maintains City streets.

**KNOWLEDGE & EXPERIENCE:** High School diploma or equivalency required. Must be able to attain and maintain required State certifications for water treatment and distribution, and for waste water treatment. Must be able to communicate, read and write in English language.

**JOB REQUIREMENTS:** Operation of computerized water treatment system; physical involvement in day-to-day departmental activities in the areas of water, sewer, sanitation and streets. Administrative and supervisory skills; clerical duties; departmental budgeting; use of office machines, including computer, calculator, copier, fax; Must possess valid Utah Commercial Drivers License (CDL), or be capable of obtaining CDL, which will include the ability to qualify physically and obtain a Medical Certificate. Required to operate light-to-medium equipment. Must be willing and able to work out-of-doors on a continual basis in all types of weather. Duties require a great deal of physical activity, including climbing, lifting, stooping, and crawling.

**Work Environment:** Work is performed both in an office and out of doors. Work hazards include the risk of injury from falls, strains, striking against objects, hazards associated with light to medium equipment operation, hand tools and chemicals. Work includes frequent exposure to inclement weather such as wind, snow, rain, heat or cold.

**Essential Functions:**

1. Responsible for operation and maintenance of water treatment plant.
2. Assists with operation and maintenance of sewer system.
3. Operation and maintenance of City vehicles, light-to-medium equipment, and mechanical tools.
4. Assists with maintenance of City streets.
5. Performs general maintenance on City water and sewer lines.
6. Coordination of Water, Sewer, Sanitation and Street Departments.
7. Supervision and scheduling of employees.
8. Responsibility for departmental documentation and reporting.
9. Participation in departmental budgeting process.
10. Physical participation in departmental duties/activities.

**Deadline:** Open until filled.

The City of Monticello is an equal opportunity employer. We reserve the right to reject any and all applications.