

Public Works/Development Director

General Purpose

Oversee and actively participate in daily operation of town infrastructure maintenance, repair and improvement projects. Assist Mayor/Council as required with contractor/developer interface.

Education and Certification Requirements

- High School Graduate with some verifiable post-secondary education or comparable work experience
- Certified Water Distribution/Treatment Operator, license must be valid in the State of Utah as a Grade 1 or higher
- Current Utah Driver License with ability to upgrade to CDL within 6 months of hire if requested

Minimum Experience Requirements

- 10 years in public sector as Public Works Employee or similar experience as an elected or appointed public official
- 10 years experience as a contractor or subcontractor in general/commercial building trade
- Familiar with current UBC, NEC, and UPC codes
- Generally familiar with small community zoning/master plan/subdivision and land use ordinances

General Requirements

- Live in or near the town of Paradise such that emergencies can be responded to within 20 minutes
- Carry a cell phone and respond as required to emergencies or as requested by Mayor/Council
- Position is assumed to be Part-Time approximately 20 hours per week as demanded by projects, repairs, weather, and emergencies
- US Citizenship or properly documented alien status is required and employment eligibility will be verified

Duties

Duties include but are not limited to the following:

- Water
 - Install or repair meters
 - Repair of system leaks
 - Operation of pumps and valves of water system
 - Install/maintain fire hydrants

- Read meters as directed by Mayor/Council
- Treat water as required
- Take water samples as required
- Supervise contractors as they repair or connect to water distribution system
- Assist with water line “blue stake” marking as required
- Report to Mayor/Council as requested

- Roads
 - Install and maintain signs as required
 - Supervise chip seal and pothole repair
 - Assist with snow removal
 - Mow right-of-ways

- Parks and Recreation
 - Maintain and repair sprinkler systems
 - Water park areas
 - Prepare parks for special events
 - Coordinate cleaning of restrooms and park facilities
 - Remove snow from Town Hall walkways

- Development, Building, and Growth
 - Under direction of Mayor/Council work with developers, contractors, engineers and Building Inspector to oversee subdivisions and other building projects
 - Monitor Town for building activity to ensure proper permits are in place
 - Research parcel/lot history as requested by Mayor/Council

Terms of Employment

- This position is an appointed position and reports to the Mayor/Council. Termination of services may be initiated by either the Town or the employee without cause provided reasonable notice is given to both parties
- No benefits are provided for this part-time position
- Working hours will be mutually agreed upon by the employee and Mayor/Council, with the understanding that timely responses are required during emergencies
- Time keeping will be the responsibility of the employee with a requirement to record tasks performed and hours worked for each task. Work records will be submitted to Mayor/Council the 1st and 3rd Monday of each month and payment will be made at the next Town Council Meeting.
- Salary/Hourly wage will be negotiated annually between the Mayor/Council and employee