

## **PANGUITCH CITY**

### **Job Description: Public Works Director**

**Department:** Public Works

**Reports To:** City Manager and Mayor

**FLSA Status:** Full-Time, Hourly

**Location:** Panguitch, Utah



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### **Position Summary**

The Public Works Director oversees the planning, organization, and daily operations of Panguitch City's Public Works Department. This position is responsible for managing city infrastructure, utilities, streets, water, sewer, parks, airport and city facilities. The Director ensures efficient delivery of public services, maintains regulatory compliance, and supports the City's mission to provide safe, reliable, and high-quality public works services to residents and visitors.

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### **Essential Duties and Responsibilities**

- Directs and supervises all Public Works operations, including culinary water distribution, secondary water system, sewer collection, street maintenance, snow removal, parks, airport, and city facilities.
- Directs and supervises set up and take down of city events as well as waste removal and maintenance during the events.
- Develops and implements policies, procedures, and maintenance programs to ensure efficient and effective service delivery.
- Provides input and administers the department budget; monitors expenditures and identifies cost-saving measures.
- Oversees water system compliance with state and federal regulations, including testing, reporting, and recordkeeping.
- Coordinates and supervises construction, repair, and maintenance projects, including project planning, bidding, and inspection.

- Supervises, manages and trains Public Works employees; assigns work, evaluates performance, and ensures a safe and productive work environment.
  - Operates equipment as needed and assists in emergency response operations.
  - Works closely with engineers, contractors, and other city departments on capital improvement projects and infrastructure planning.
  - Provides reports and recommendations to the Mayor, City Council, and City Manager.
  - Responds to citizen concerns and service requests in a timely and professional manner.
  - Ensures compliance with city, state, and federal laws, regulations, and safety standards.
  - The employee shall perform any other duties as may be assigned or directed by the City Manager, Mayor, or City Council that are consistent with the objectives of the position and the needs of Panguitch City.
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## **Qualifications**

### **Education and Experience:**

- High school diploma or equivalent required; associate or bachelor's degree in public administration, civil engineering, construction management, or related field preferred.
- Five (5) or more years of progressively responsible experience in public works, utilities, or related fields, including supervisory or management experience.

### **Licenses and Certifications:**

- Valid Utah driver's license with a good driving record.
- Utah Water and Wastewater Operator certifications preferred or ability to obtain within one (1) year of hire.
- CDL preferred or ability to obtain within one (1) year of hire.

### **Knowledge, Skills, and Abilities:**

- Strong knowledge of public works operations, equipment, and maintenance procedures.
  - Understanding of municipal budgeting, project management, and regulatory compliance.
  - Ability to plan, organize, and direct the work of staff and contractors.
  - Effective communication and interpersonal skills with staff, officials, and the public.
  - Proficiency with computers, work order systems, and recordkeeping.
  - Ability to make sound decisions under pressure and during emergency situations.
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### **Working Conditions**

- Work is performed both in an office and outdoor environment and may involve exposure to adverse weather conditions, noise, dust, and hazardous materials.
  - May be required to work after hours, weekends, and during emergencies such as storms, water line breaks, or snow removal operations.
  - Physical demands include walking, bending, lifting, and operating vehicles and equipment.
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### **Compensation and Benefits**

Wage range \$28-\$36 per hour based on experience and qualifications. Panguitch City offers a competitive benefits package including health insurance, retirement, paid holidays, and vacation.

Applications must be submitted by **5:00 p.m. on November 10, 2025**, at the Panguitch City Office or emailed to [mat.panguitchcity@gmail.com](mailto:mat.panguitchcity@gmail.com).

A full job description is available at [www.panguitch.com](http://www.panguitch.com).

For more information contact Mat Houston Panguitch City Manager.

Panguitch City is an Equal Opportunity Employer.

