

## Panguitch City

### Public Works Department – Job Description

**Position Title:** Public Works Employee

**Department:** Public Works

**City:** Panguitch City, Utah

**Reports To:** Public Works Director

**Works Under the General Direction and Oversight of:**

Public Works Director, City Manager, Mayor, and City Council



#### General Purpose

Performs a variety of skilled and semi-skilled duties related to the construction, operation, maintenance, and repair of Panguitch City infrastructure and public facilities. Work is performed under the supervision of the Public Works Director, with administrative oversight provided by the City Manager, Mayor, and City Council.

#### Essential Duties and Responsibilities

- Maintain, repair, and assist with construction of Panguitch City streets, sidewalks, alleys, storm drainage systems, parks, baseball and softball fields and public facilities.
- Assist in the operation, maintenance, and repair of city water and sewer systems, including lines, valves, hydrants, meters, and related infrastructure.
- Operate city-owned vehicles, tools, and equipment, including trucks, loaders, mowers, and snow removal equipment, in a safe and efficient manner.
- Perform routine inspections and preventative maintenance on city infrastructure and equipment.
- Assist with snow removal, street maintenance, and emergency response operations.
- Respond to citizen requests and concerns in a professional and courteous manner.

- Follow all Panguitch City policies, safety procedures, and applicable state and federal regulations.
- Maintain accurate records related to work performed, equipment use, and maintenance activities when required.
- Attend training, meetings, and work sessions as assigned.
- Assist with set up and take down of city events as well as waste removal and maintenance during the events.
- Perform other related duties as assigned by the Public Works Director, City Manager, Mayor, or City Council.

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

- Basic knowledge of public works operations, construction methods, and maintenance practices.
- Ability to safely operate hand tools, power tools, and heavy equipment.
- Ability to follow written and verbal instructions and work independently or as part of a team.
- Strong work ethic, dependability, and willingness to perform physical labor in varying weather conditions.
- Ability to interact effectively with city officials, coworkers, and the public.

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### **Qualifications**

#### **Education and Experience:**

- High school diploma or equivalent preferred.
- Prior experience in public works, utilities, construction, or maintenance preferred but not required.

#### **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.

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## **Working Conditions**

- Work is performed both indoors and outdoors and may involve exposure to extreme weather conditions, traffic, heavy equipment, and hazardous materials.
- Position may require overtime, on-call duty, weekends, and holidays to respond to emergencies or special projects.

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## **Compensation and Benefits**

Wage range \$20-\$25 per hour based on experience and qualifications.

Panguitch City offers a competitive benefits package including health insurance, retirement, paid holidays, and vacation.

Applicants must submit a **completed application, cover letter, and resume**. Applications must be received **no later than February 2, 2026, at 5:00 PM** at the **Panguitch City Office** or by email to **mat@panguitchutah.gov**. A full job description and application are 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.**