



## Clearfield, City of (UT) Utility Superintendent

<b>SALARY</b>	\$40.11 - \$66.30 Hourly	<b>LOCATION</b>	Clearfield City, UT
<b>JOB TYPE</b>	Full-Time (FT)	<b>JOB NUMBER</b>	06182025-815
<b>DEPARTMENT</b>	Public Works/Streets/Sewers/Water	<b>OPENING DATE</b>	06/18/2025
<b>CLOSING DATE</b>	7/3/2025 11:55 PM Mountain		

### General Purpose

\*\*\*The starting salary for this position typically ranges from \$40.11 TO \$44.12 per hour, depending on experience (DOQ)\*\*\*

#### GENERAL PURPOSE

Performs a variety of general administrative and supervisory duties related to planning, organizing, coordinating, controlling, and directing the implementation and day-to-day management of city-wide public works operations, and capital improvement projects as it relates to Culinary Water and Wastewater Utilities.

#### SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Director

#### SUPERVISION EXERCISED

Provides supervision to Public Works Utility Division maintenance personnel.

### Examples of Duties

#### EXAMPLE OF DUTIES

Provides general management of public works operations including water and wastewater collection; participates in personal recruitment and selection process; monitors employee performance and conducts performance evaluations; makes recommendations affecting employee status, including advancement, discipline and discharge; develops and implements employee training programs; assists in organizing department resources as needed to complete goals and projects; provides guidance as to project specifications, deadlines, standards and methods of operations; timesheet review and approval; schedules/tracks sick and vacation leave.

Represents the department at various meetings, seminars, workshops, etc.; receives instruction related to new laws, regulations and guidelines related to EPA and OSHA requirements; assists in public relations activities.

Develops budgets for water and wastewater collection operations; makes projections related to staff and material needs; makes recommendations for major material and equipment purchases; maintains financial accountability for department

budgets; prepares product and equipment specifications for bid and RFPs; monitors expenditures to assure compliance with spending guidelines.

Perform as project manager on various capital improvement projects; coordinate with contractors; apprise director of costs and related issues; ensure project schedules are achieved; negotiate for corrective actions and/or issue corrective orders.

Establish priorities to efficiently address emergencies and unanticipated needs. Assign personnel equipment and supplies to complete the routine maintenance of pumps, motors, wells, reservoirs, p.r.v.'s and other conveyance methods. Plans for and ensures adequate water supply for summer months. Coordinate annual maintenance and repair of wastewater system.

Plan, organize and oversee functions of the water and wastewater collection functions within the City. Monitor all aspects of purification, treatment and distribution. Review designs for future additions and upgrades for compliance with City and State standards. Maintain records and communication for compliance with regulatory requirements and City maintenance records. Work closely with City Public Works Inspector to ensure compliance on new installations and upgrades. Work closely with other supervisors and divisions to ensure safe practices and compliance with State and Local regulations.

Work with other supervisor to assign City personnel for daily assignments and cross-training to ensure employee growth. Co-manages the city's utility locating and marking "Blue Stakes" program. Coordinates with City GIS mapper to ensure accurate mapping of water, wastewater, storm drain, streets, and signs.

Manages city development and compliance with various programs, including water testing and sampling, backflow and cross-connections, wells and reservoir; and employee certification programs; establishes program and project priorities, determines work schedules and assigns maintenance crews.

Maintain records and complete reports required by the State of Utah, for example: Consumer Confidence Report (CCR), Water Conservation Plan, Wastewater Management Plan, Source Protection Plan Reports, etc.

Establishes and maintains records to comply with Local, State and Federal Standards as it pertains to water and wastewater systems. Oversees and maintains records for monthly water samples and resolves issues with deficiencies. Ensure necessary changes to obtain desired results. Work with Public Works Director to ensure that all monthly, quarterly and annual reports are filled accurately and timely. Maintain records on wells, reservoirs and source protection and additional sampling as required.

May be required to assist with other public works tasks including duties listed in the Utility Maintenance Specialists and Utilities Foreman job descriptions.

## Minimum Qualifications

### MINIMUM QUALIFICATIONS

Education and Experience:

- A. High School Diploma/GED
- AND

B. Two (2) years of training directly related to above duties provided through professional workshops, technical school, or vocational studies, plus the following certifications:

- Level IV Water Distribution Operator Certificate
- Level IV Wastewater Distribution Operator Certificate
- Register Stormwater Inspector (RSI)
- Backflow Program Administrator Certification

AND

C. Ten (10) years of progressive responsibility in construction, maintenance or repair of roadways; water distribution or wastewater collection systems; four (4) years of which must have been as a Utility Maintenance Specialist III or IV with Clearfield City or similar responsibilities with another agency.

OR

D. An equivalent combination of education and experience.

Special Qualifications:

- Maintain certifications and any requirements for specialized equipment or procedures.
- Must have a current Utah CDL license.
- Maintain Flagger certification

## Additional Qualifications/Information

Essential Functions, Knowledge, Skills and Abilities:

Considerable knowledge of water system supply distribution and regulations, wastewater and surface drainage systems, principles of supervision, working knowledge of requirements for water distribution and pumping systems, hazards associated with and prevention of repairs to systems including trench shoring and worker safety, state and federal regulation for installation and maintenance of water and waste water collection systems, water quality laws and sampling methods and regulations, interpersonal communication skills.

Ability to perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints.

Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, lifting, reaching, etc. Daily exposure to changing weather conditions and seasonal elements. Occasional exposure to high workplaces, volatile materials, and toxic materials. Daily local travel required in normal course of job performance. Incumbent must frequently lift 35 to 100 pounds. Subject to call-back in emergency situations.

Clearfield City is an Equal Opportunity Employer.

This is an Exempt Position.

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### Employer

Clearfield, City of (UT)

### Address

55 South State Street

Clearfield, Utah, 84015

**Phone**

801-525-2740

**Website**

<https://clearfield.city/job-openings/>

## Utility Superintendent Supplemental Questionnaire

**\*QUESTION 1**

Do you have a current Commercial Driver's License?

- Yes
- No

**\*QUESTION 2**

Please describe your construction, maintenance or repair of roadways experience.

**\*QUESTION 3**

Please describe your experience working with utility service systems such as streets, water transmission, wastewater and stormwater collection?

**QUESTION 4**

Do you have a Level III or IV Water Distribution Operation and Backflow Certification?

\* Required Question