



## LEHI CITY POSITION OPENING Assistant Parks Superintendent

**POSITIONS AVAILABLE:** 1

**CLOSING DATE:** September 29, 2016, 5:00 PM

**COMPENSATION RANGE:** \$23.56-\$34.16/ hour, with starting wage generally up to \$28.86/hour

**STATUS:** Full-time with Benefits

**DEPARTMENT:** Parks and Facilities Division, Public Works Department

**JOB SUMMARY:** Assists the Parks and Buildings Superintendent with the routine administrative duties related to the planning, coordinating and implementing of facility and environmental maintenance programs and projects for all city parks, facilities and buildings; assists in the development of short and long range projections related to needed materials, staff, budget and procedures; assists in the maintenance of comprehensive work records, maintenance records, accident reports, vehicle maintenance records, equipment and labor costs; assists in the preparation of reports and statistical analyses to aid and plan in the evaluation of facilities maintenance programs; assists in the preparation of budget recommendations, assists in cost projections, attends as a member of the Development Review Committee to ensure Department standards are maintained; follows through and releases all bonds; monitors inventory of parts and equipment. Will directly supervise other full-time staff.

**MINIMUM REQUIREMENTS:** Associates Degree in Facilities Management, Construction Management, or related field AND eight (8) years or related work experience, including two (2) years of supervisory experience; may substitute, year for year, up to two years of additional directly related education for experience. Must have current driver's license; must become a licensed applicator of herbicides/pesticides through State of Utah; must have ability to perform heavy physical labor, lifting up to 100 pounds. CDL License preferred. All applicants will be required to pass a drug test and background check.

**MINIMUM QUALIFICATIONS:** Considerable knowledge of principles of management, supervision, and planning. OSHA safety standards, maintenance practices and procedures; landscape design and maintenance construction techniques, and methods related to carpentry, plumbing, or electrical wiring methods, materials and equipment used in general custodial work; the operation and minor maintenance and repair of plumbing fixtures, electrical and mechanical systems, small motors, etc. Ability to communicate effectively, verbally and in writing; ability to develop effective working relationships with subordinates, supervisor, fellow employees.

**TO APPLY:** Each applicant is required to turn in a Lehi City application, a separate resume, and copies of applicable certifications to Human Resources, by hard copy to 153 N 100 E, Lehi, Utah or electronically to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov). Only applications from candidates that meet the above requirements and qualifications will be accepted and considered.



**NOTE:** Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov). Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.