



LEHI CITY INTERNAL POSITION OPENING*

Water Systems Assistant Director

*Per Lehi City Policy, if at least three current Lehi City employees do not apply, this position will be opened to the general public.

CLOSING DATE: Monday, May 16, 5:00 PM

POSITION PAY RANGE: \$25.23-\$35.33/hour, Grade 17, with starting wage generally up to \$30.28/hour

STATUS: Full-time with benefits

DEPARTMENT: Water Department

SUMMARY JOB DESCRIPTION: Assumes overall responsibility for metering operations, blue staking, plan review and water systems inspection functions. Performs a variety of administrative and managerial duties assisting in the day-to-day delivery of water systems services and operations. May act as an operations Direct Responsible Charge (DRC). Reports to Water Systems Director.

Duties may include:

- Assists in the ongoing strategic planning process for the Water Systems Department
- Orients division supervisors to project details; provides guidance as to operational specifications, requirements, standards and general coordination of support services
- Assists in the general supervision of department personnel; monitors compliance with department policy and rules; informs personnel of new procedures and policy changes
- Assists in the preparation and administration of department budget
- Establishes priorities to deal with emergencies and unanticipated needs; assigns manpower and material resources to various water and wastewater related projects;
- Responds to emergency calls twenty four hours a day;

MINIMUM REQUIREMENTS: Graduation from High School or equivalent plus two (2) years of specialized training directly related to water systems operations; AND eight (8) years of progressively responsible experience in a field directly related to above duties; four (4) years of which must have been in a supervisory capacity; or equivalent combination of education and experience.

- Must possess a State Water System Operator certification, Level IV and Wastewater Collections certification IV, or have the ability to obtain certifications within twelve (12) months of hire.
- Must be level I Backflow certified, or have the ability to obtain certifications within twelve (12) months of hire.
- Maintains continuing education units (CEU's) as needed.
- Must qualify to serve as the system Direct Responsible Charge (DRC).;
- Must reside within a 20-minute response time to be able to respond in emergency situations.

TO APPLY: For required City application, download application and job description at www.lehi-ut.gov. Applications are to be submitted to Lehi City Human Resources or submitted electronically at [apply@lehi-](mailto:apply@lehi-ut.gov)

[ut.gov](http://www.lehi-ut.gov). For questions, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or 385-201-1000

NOTE: A complete list of essential functions and minimum requirement of the position may be obtained from Lehi City Human Resources. 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.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.