

# Ballard City / Ballard Water Employment Opportunity

Ballard City Public Works  
District Water/Sewer Operator

**OPENING DATE: APRIL 18, 2022**  
**CLOSING DATE: MAY 6, 2022**  
**SALARY RANGE: \$18 - \$24.00 HOURLY**  
**FULL TIME POSITION**  
**PAID BENEFITS: HEALTH, DENTAL,**  
**VISION, STATE PENSION, PAID TIME**  
**OFF**

## **JOB SUMMARY**

Under the general supervision Public Works Director and Water District Manager, assists in a wide variety of maintenance and construction work for all departments of Ballard City and Ballard Water Improvement District.

## **Example of Duties:**

### **Public Works Operator:**

- 1) Upkeep on all City and District buildings
- 2) Repair of City and District equipment including dump truck, pickups, backhoe, tractor, weed mower etc.
- 3) Compliance with all Ballard City and District policies
- 4) Ensure all equipment is clean and functional prior to job
- 5) Repair of City roads
- 6) Plow roads in the winter months
- 7) Mow and spray weeds in the summer months

### **Water Operator**

- 1) Take Readings of Water Meters
- 2) Perform water service disconnects, reconnects, and new service orders and handle complaints
- 3) Inspect, maintain and or repair utility infrastructure, including water and sewer lines
- 4) Rebuild or install new water valves
- 5) Monitor and regulate water flow and pressure

## **MINIMUM REQUIREMENTS:**

- a- This position requires Utah State Water and Sewer Certification classes to be attended yearly with certification required.
- b- A CDL Driver's license is required
- c- OSHA and State Law knowledge

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



State of Utah  
Department of Workforce Services  
**EMPLOYMENT APPLICATION**

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First, Middle Initial

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Are you a veteran?  Yes  No

List the positions you are interested in by specific title (typist, carpenter, auto mechanic)

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_

Available to work:  Full time  Temporary  Part time  Shift work

Date you can start: \_\_\_\_\_ Desired salary: \_\_\_\_\_

Are you employed now? .....  Yes  No

If yes, may we contact your present employer? .....  Yes  No

Have you applied to this company before? .....  Yes  No

Where? \_\_\_\_\_ When? \_\_\_\_\_

Trade or professional licenses, certificates or registrations:

References: Three persons not related to you whom you have known for at least one year:

Name	Address	Telephone/Business/Occupation

**Education:**

Are you a high school graduate? .....  Yes  No

If no, indicate highest grade completed (1—12): .....

College, Business or Trade Schools (Name and Location)	Major or Vocational Subjects	Length of Time Degree/Certificate

Continued on other side

**Work History:** Beginning with the present or most recent, list your three most significant employers. If you wish to elaborate, you may attach a supplemental sheet or resume. Include military service, if applicable.

Firm name: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Job title, responsibilities and duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Firm name: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Job title, responsibilities and duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Firm name: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Job title, responsibilities and duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Additional qualifications and skills:** (machines, equipment, tools used, related activities, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification of Applicant:**

I certify that all statements made in this application are true and correct and that any misstatement of material facts may subject me to disqualification or dismissal. Also, I authorize verification of all statements made in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Equal Opportunity Employer/Program**

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