

Annabella Town

Maintenance Supervisor Position

Job Opening

Location: Annabella, Utah

Job Summary: The Maintenance Supervisor is responsible for overseeing the maintenance and repair of the town's infrastructure, including culinary and secondary water systems, roads, cemetery, buildings and parks. This role ensures that all facilities are maintained to the highest standards and comply with local, state, and federal regulations.

Applications accepted until 4:00 p.m. on Monday, December 2nd, 2024

Position will begin January 2, 2025

Salary: Negotiable based on experience.

Includes health and retirement benefits

Key Responsibilities:

Culinary & Secondary Water System Maintenance:

- Oversee the operation and maintenance of the town's water supply and distribution systems.
- Ensure compliance with water quality standards and regulations.
- Conduct regular inspections and maintenance of water facilities and equipment.
- Maintain records of water quality tests and system maintenance activities.
- Maintain dam and spring collection areas.

Road Maintenance:

- Supervise the maintenance and repair of town roads, including pothole repairs, resurfacing, and snow removal.
- Coordinate with contractors and town staff to ensure timely and efficient road maintenance.
- Develop and implement a preventative maintenance program for road infrastructure.

Park & Building Maintenance:

- Oversee the maintenance and upkeep of town buildings, parks, playgrounds, and recreational facilities.
- Ensure parks are safe, clean, and well-maintained for public use.
- Plan and execute landscaping projects and seasonal maintenance tasks.

Cemetery Maintenance:

- Maintain the overall appearance and cleanliness of the cemetery grounds.
- Mow lawns, trim shrubs, and prune trees to ensure a well-kept environment.
- Operate and maintain groundskeeping equipment, including mowers, trimmers, and backhoes.
- Open and close graves for interments.

- **Other duties as assigned**

Qualifications:

Prior experience working for Annabella Town may be considered during the hiring process.

- High school diploma or equivalent.
- Valid Utah water operator certification.
- Valid Utah culinary water cross-connection certification.
- Experience in maintenance supervision, preferably in a municipal setting.
- Strong knowledge of water systems, road maintenance, and park maintenance practices.
- Excellent organizational and leadership skills.
- Ability to work effectively with contractors, the Town Council, town staff, and the public.

Physical Requirements:

- Ability to perform physical tasks, including lifting, bending, and working in various weather conditions.
- Must be able to respond to emergency maintenance situations outside of regular working hours.
- Valid driver's license and clean driving record
- Ability to operate and maintain various types of groundskeeping equipment, including a backhoe.

Application Process: Interested candidates should submit an application to the Annabella Town Office (295 E. 300 N. PO Box 175, Annabella UT 84711) or email to annabellatown@hotmail.com.



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: _____

Firm name: _____ Dates of employment: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Job title, responsibilities and duties: _____

Firm name: _____ Dates of employment: _____

Street address: _____

City: _____ State: _____ ZIP: _____

Job title, responsibilities and duties: _____

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: _____

A proud partner of the  network

Equal Opportunity Employer/Program

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.