



TOWN OF LEEDS, UTAH
218 N Main St. Leeds, Utah 84746
P: 435-879-2447

Job Description

Public Works Maintenance

September 2026

Department: Public Works

Reports to: Mayor

Employment Status:

Hourly rate: \$25.00 per hour

Openings: 1

Position Summary

Under the direction of the Mayor, plans and executes daily maintenance activities of Public Works for the Town of Leeds. Responsibilities include planning, installation, maintenance, supervising, and applying extensive skills and knowledge in park facilities, streets, and building maintenance management. Four (4) years of paid experience in grounds maintenance, street maintenance, or general maintenance work preferred. Experience in basic construction techniques preferred. Experience with concrete, asphalt, and road covering placement/finishing preferred.

Essential Duties and Responsibilities

1. Monitors parks, trails, recreation areas, and facilities performing maintenance and repairs to assure proper functioning of equipment.
2. Maintains, cleans, repairs, and paints pavilions, playgrounds, restrooms, picnic tables, barbeques, and other park features.
3. Irrigates, mows, and plants turf. Plants and prunes trees, shrubs, and flowers.
4. Repairs broken water lines or valves.
5. Applies fertilizers, pesticides, and insecticides to turf, trees, shrubs, and flowers.
6. Performs preventative maintenance and checks on power equipment used.
7. Assists with set up and take down for special events sponsored by Leeds Town.

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8. Develops work plans, priorities, and schedules; performs work activities; monitors workflow; reviews and evaluates work progress, products, methods, and procedures; and tracks data such as time, materials, and equipment use records.
9. Plans and coordinates activities with those of other departments and outside agencies and organizations as directed.
10. Inspects equipment, parks, and other facilities for vandalism, maintenance needs, effective operations, and risk management issues, and ensures the Town's implementations and compliance with all applicable codes, specifications, plans, policies, procedures, and safe work practices.
11. Places signs, barricades, and traffic control devices around work sites to protect employees and the public
12. May assist in the loading and unloading of trucks, laying pipes in trenches, pouring and finishing concrete, and other types of general physical labor.

Typical Physical/Mental Demands/Working Conditions

Heavy physical activity exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demands include climbing, balancing, stooping, kneeling, crouching, or crawling. May have to stand, walk, or sit in uncomfortable positions for extended periods. Exposure to hot, cold, wet, humid, or windy conditions caused by weather. Exposure to constant intermittent sounds of a pitch or level sufficient to cause marked distraction or possible hearing loss; shaking objects or surfaces; and conditions such as fumes, noxious odors, dust, mist, gases, and poor ventilation that affect the respiratory system, eyes, or the skin. Exposure to stress as a result of human behavior.

Note: Requires working irregular hours such as weekends, nights, and holidays.

Licenses and/or Certifications:

- Possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.
- Possess applicable and valid licenses and certifications required for area of responsibility, i.e., landscape, irrigation, horticulture, hardscape, and forestry.
- Must possess or obtain within one (1) year and maintain throughout employment, valid:
 1. Utah Non-Commercial Herbicide/Pesticide Applicators Certificate.
 2. UDOT Flagger certification.
 3. Possess at least two (2) of the following certifications: Utah LTAP Road Scholar, IMSA Work Zone Traffic Control Safety Certification, American Concrete Institute Certification, or Utah LTAP Asphalt Maintenance Certification.

Knowledge, Skills, and Abilities

Knowledge of:

- Tools, equipment, and techniques used in maintenance, repair, and/or construction of landscapes, irrigation systems, hardscapes that may include basic construction projects.
- Principles, practices, materials, methods, procedures, and equipment used in parks, rights-of-way, and Town properties.
- Trails maintenance and installation operations.
- Diseases, pests, and methods of control.
- Occupational hazards and standard safety precautions applicable to work activities.
- Recordkeeping and reporting procedures.
- Standard safety precautions.

Ability to:

- Organize and implement a comprehensive landscape maintenance program.
- Analyze problems, identify alternative solutions, and recommend and implement cost effective approaches to support operational needs.
- Prepare and present clear and concise reports.
- Interpret and apply pertinent federal, state, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely in both oral and written form.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Perform outdoor manual labor for extended periods of time.
- Operate equipment in a safe and efficient manner.

Work:

Initially, part-time, 20 hours per week. Availability to transition to full-time within two months.

Shift: Requires working irregular hours such as weekends, nights, and holidays.

Driver's License required

Months of Experience (preferred): 48