

OGDEN VALLEY CITY

Weber County, Utah

PUBLIC WORKS MANAGER

Full-Time

• Exempt • Manager

Ogden Valley City welcomes applicants seeking full-time employment as well as those seeking to provide these services on a contract basis. Both employment and contract inquiries are encouraged to apply.

Department	Compensation	Closing Date
Public Works	Depends on Experience (DOE) — full-time exempt salary, commensurate with qualifications. Benefits will be competitive with comparable communities.	Open Until Filled

ABOUT OGDEN VALLEY CITY

Ogden Valley City is a newly incorporated municipality in Weber County, Utah (incorporated January 2, 2026), serving the scenic communities of Liberty, Eden, and East Huntsville. As a new city, this position offers a rare opportunity to help build a public works department and its systems, standards, and culture from the ground up — shaping infrastructure policy for a growing mountain valley community known for its outdoor recreation, agricultural heritage, and scenic setting.

POSITION SUMMARY

The Public Works Manager plans, directs, reviews, and administers all activities and operations of the Public Works Department. The incumbent manages over 100 miles of public roads, 20 miles of public trails, multiple bridges, and an extensive municipal storm sewer system. The Manager oversees and executes an annual budget exceeding \$2 million and provides highly responsible administrative support to the City Administration and City Council. This role is primarily managerial and administrative but may occasionally require use of hand tools, power tools, and light- and heavy-duty equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES

Administration:

- Plans, directs, supervises, and manages all Public Works operations, including roads, trails, transportation, waste management, hazardous materials/spill response, the municipal storm sewer system, and noxious weed control.
- Manages public works contracts and agreements; coordinates with local water, wastewater, and irrigation companies.
- Works with City Administration and City Council to establish policies, programs, and ordinances; serves as technical advisor on capital infrastructure projects.
- Develops the Capital Improvements Plan with the City Engineer and Finance Department; oversees project design and management.
- Serves as City representative to UDOT, DEQ, DNR, Weber-Morgan Health Department, Weber County agencies, and Huntsville Town.
- Develops and controls department and utility budgets; pursues grants, shared revenues, and other funding sources.
- Supervises department staff and contractors, including hiring recommendations, training, evaluation, and discipline.
- Add section on ability to work with public, cooperative, etc.

Operations:

- Manages the City's Storm Water Management Plan and MS4 permit compliance; reviews SWPPP plans and sites.
- Administers road, trail, and storm water permits (construction, traffic control, encroachment, excavation, right-of-way).

- May perform occasional hands-on construction, maintenance, and repair duties on roads, sidewalks, trails, and storm drains.
- Responds to public works emergencies; available for 24-hour on-call duty.

MINIMUM QUALIFICATIONS

- Valid Utah driver's license; ability to obtain a CDL with appropriate endorsements.
- High school diploma or GED, plus a Bachelor's degree in construction management, engineering, or a related field (an equivalent combination of education, training, and experience may be considered).
- Seven years of increasingly responsible professional experience in public works operations and administration, including engineering projects and technical standards.
- Currently is or has the ability to be (within 2 months of hire) recognized as a "Qualified Person" per the Utah Small MS4 Permit Section 7.0. Qualified means, but is not limited to, Registered Storm Water Inspector/Reviewer credentials.
- Ability to complete confined space entry training; ability to obtain Utah Wastewater Operator Certification – Collection Grade I (within 6 months of hire), Utah Sewer Operator Certification – Grade 1
- Must pass BCI and fingerprinting background check within 60 days of hire.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Work is performed in a variety of indoor and outdoor settings, with exposure to varying weather and terrain, traffic conditions, and standard construction-site hazards. The role requires frequent standing, walking, bending, and climbing, and occasional lifting up to 50 lbs. Employees are subject to call-back during emergencies on a 24-hour basis. Required PPE will be provided in accordance with applicable safety regulations and City policy.

HOW TO APPLY

Ogden Valley City is seeking both applicants interested in full-time employment and applicants interested in providing these services on a contract basis. Submit a cover letter, resume, and three professional references to Kay Hoogland at khoogland@ogdenvalleyut.org. This position is open until filled; applications are reviewed on a rolling basis. Please indicate in your cover letter whether you are applying for employment or on a contract basis.

Pay and Benefits: OVC will provide a competitive compensation and benefits package.

ADDITIONAL INFORMATION

- **At-Will Employment:** This position is employed at the will of Ogden Valley City in accordance with Utah Code §§ 10-3-1105 and 10-3-1106, and may be terminated with or without cause or notice, consistent with applicable law and City policy.
- **Veterans' Preference:** Ogden Valley City grants veterans' preference in employment to the extent required by Utah Code § 71-10-201 et seq. Eligible veterans should indicate preference status in their application materials.
- **Equal Employment Opportunity:** Ogden Valley City is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by federal, state, or local law.
- **Reasonable Accommodation:** Applicants requiring a reasonable accommodation under the Americans with Disabilities Act (ADA) to participate in the application or interview process should contact the City at the email address above.
- **Background Check:** Employment is contingent upon successful completion of a Bureau of Criminal Identification (BCI) background check and fingerprinting, consistent with Utah Code § 53-10-108, within 60 days of hire.
- **Public Record:** As a position with a Utah municipality, compensation and other applicable employment information for this position may be subject to disclosure under the Utah Government Records Access and Management Act (GRAMA), Utah Code § 63G-2-101 et seq.