

POSITION TITLE: PUBLIC WORKS DIRECTOR  
DEPARTMENT: Public Works  
WAGE STATUS: Salaried  
FLSA STATUS: Exempt  
SUPERVISES: Senior Maintenance Worker  
SUPERVISION: Reports to Town Administrator

GENERAL STATEMENT OF DUTIES:

Responsible for directing the comprehensive work functions of the Town water and wastewater treatment; street construction, repairs, and maintenance; Town parks; and fleet/equipment maintenance. Manages the daily operations of the water and wastewater treatment facilities, plans, develops and coordinates plans for expansion. Plans, develops and coordinates the construction, repair and maintenance of streets and parks. Oversees the maintenance and repair of the Town's fleet and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town retains the right to modify or change the duties or essential functions of the job at any time.*

- Water: Directs and oversees the overall operation and maintenance of the Town's water production, distribution and treatment system, including SCADA and electronic and raw water service facilities; responsible for ensuring that the water system meets potable demands and is in compliance with established state water quality standards.
- Wastewater: Directs and oversees the overall operation and maintenance of the Town's wastewater treatment facilities, including treatment plants and collection systems; responsible for ensuring that the wastewater treatment facilities meet established state generation and discharge water quality standards.
- Street and Utilities Maintenance: Oversees the overall operation and maintenance of the Town's streets, fleet equipment, including inspection, repair, and maintenance; responsible for ensuring that the streets, curbs and gutters, as well as all vehicles and equipment, meet established state guidelines and standards.
- Parks: Oversees the overall operation and maintenance of the Town's parks, including the weed and pest control programs; and monitors and maintains appropriate certification for all department personnel.
- Oversees and supervises the Senior Maintenance Worker; develops plans and work assignments; reviews the progress of projects and work assignments; evaluates performance.
- Assists the Town Administrator with the Department budget; participates in the development of the Town's annual and long range business plan; and monitors actual cost/expenses relative to the Public Works budget.
- Prepares reports that cover the work performed and materials used; orders any equipment materials within the budget and/or as approved by the Town Administrator or the Board of Trustees for the Department.

- Maintain day to day operations; monitor departments basic operation and that those operations are running smoothly, handling basic issues providing crisis management within the scope of authority. Reporting larger issues to the Town Administrator to be resolved and approval for funds exceeding the current budgeted amounts and purchasing policy.
- Coordinate outside contracts for street construction and maintenance that is completed by outside contractors. Inspect all work performed to assure quality.
- Responsible for overseeing training, performance evaluations and assisting in the disciplinary, transfer, promotion and terminations within the Public Works Department.
- Coordinate and conduct regular safety meetings, briefings and training sessions.
- Develop plans for upgrades and replacement of water treatment facilities; analyzes the efficiency of all water systems and perform cost analyses; develops plans and projections for improvements, replacement, and/or upgrade.
- Assist Town Administrator with studies and analyze rate structures and make recommendations regarding future rate needs.

#### OTHER DUTIES AND RESPONSIBILITIES:

- Review new environmental regulations, guidelines and information; disseminate information to subordinate staff.
- Develop quality control programs, build employee teams, and develop public relations programs for water and wastewater activities.
- Hold and/or attend Department staff meetings.
- Prepare departmental reports for Town Board Meetings and make presentations regarding utility programs, projects, and activities.
- Represent the Town on Department-related issues and proposed improvements/construction projects in various capacities on panels, task forces, and relevant forums.
- Perform other related duties and special projects as assigned by town ordinance, the Town Administrator and/or the Board of Trustees.

#### EXPERIENCE AND TRAINING: Minimum of five years' experience.

- Job Requirements: Requires a valid Colorado Driver's License. May require a Commercial Driver's license (CDL), to operate Town equipment and/or vehicles.
- Special Training or Experience: Training in the operation of water and wastewater systems and equipment required to maintain distribution and collection facilities.
- Work Experience in Positions Similar or Related to this Job: Requires a minimum of five years of experience in all aspects of Public Works, including five years of administration or management experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices and operating requirements of municipal government and of water and wastewater treatment facilities and the collection and distribution systems, including effective management skills regarding regulatory compliance and reporting, budgeting and financial and project management.

- Demonstrates ability in the management of personnel; familiarity with city, state and federal statutes and policies; and ability to perform administrative functions inherent in this level of management.
- Skills and ability to read and interpret engineering plans and specifications, and ability to supervise construction of water and wastewater treatment plants and systems.
- Ability to develop effective teams and working relationship with staff, and other department heads, elected officials, and the general public.
- Knowledge of basic tree care/turf management.
- Skills in utilizing problem solving strategies.
- Ability to write effective and comprehensive reports and make presentations to the Public and Elected Officials.
- Knowledge of current technological capabilities and applications, including SCADA systems.