



TOWN OF PLATTEVILLE

Public Works Department
400 Grand Avenue
Platteville, Colorado 80651
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TOWN OF PLATTEVILLE JOB ANNOUNCEMENT

PUBLIC WORKS DIRECTOR

DEPARTMENT: Public Works Department/Storm Drainage/Streets/Utilities/Parks

SALARY RANGE: DOQ/E

CLOSING DATE: Open until filled (initial interviews will be scheduled for the week of June 23)

One full-time benefited, exempt position with the Public Works Department. Hours for this position will generally be Monday - Friday, 7:00 a.m. to 3:30 p.m.

POSITION SUMMARY AND DEFINITION

Under supervision of the Town Manager, the Public Works Director is responsible for planning, organizing, and directing through subordinates the operations of the Streets and Drainage, Parks, Vehicle Maintenance, Water and Wastewater Maintenance, Wastewater Treatment, Building and Facility Maintenance, and Public Works Administrative Services. The position provides general direction for administrative, financial, and operational activities of the department.

REPORTING RELATIONSHIPS

Supervision Received:

Direct supervision provided under both the general and broad policy guidance of the Town Manager.

Supervision Exercised:

The Public Works Director provides direct and close supervision over Public Works employees, either directly or through an intermediate supervisor.

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 of Platteville retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Serve as a representative of the Town of Platteville, demonstrating a positive attitude and progressive actions through a display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the general public.
- Plan, organize, and direct the activities, and operations of the Public Works Department.
- Develop, recommend, implement, and monitor departmental performance standards.

- Review departmental programs and provide general leadership and direction.
- Report to and advise the Town Manager on pertinent public works issues and status.
- Prepare and recommend ordinances, resolutions and contracts.
- Conduct staff meetings and outside agency conferences to consider and determine policy issues.
- Direct the preparation and maintenance of necessary records and reports.
- Evaluate programs and develop means for improving systems and methods.
- Plan and provide for implementation and management of all departmental programs consistent with community needs, Town policy, and legal requirements.
- Maintain close liaison with other Town departments, community representatives, contractors, developers, and appropriate personnel of other public jurisdictions.
- Administer the department's operating and capital improvement budgets.
- Direct the preparation of technical reports and documents related to fiscal activities and plans.
- Prepare and make presentations to the Town Board.
- Supervise, train and evaluate staff.
- Conduct special studies and prepare reports as-needed.
- Represent the Town on inter-agency committees and in other cooperative programs.

ADDITIONAL DUTIES

- Perform related duties as assigned and required.

CONTACTS

Citizens, Other Departments/Outside Agencies, and Vendors: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Any combination of education and experience equivalent to the completion of the twelfth grade and five to seven years progressively responsible public sector management experience, including a minimum 4 years of division head level supervisory experience.

Special Qualifications:

Possession of a Valid Colorado Drivers License.

Possession of Class "D" water and wastewater licenses or ability to obtain them within twelve (12) months of hiring. Possession of Class 1 Distribution and Collection certifications or ability to obtain them within twelve (12) months of hiring.

Knowledge of:

- Municipal public works administration, planning and design.
- Advance practices, engineering principles, methods, techniques, materials and equipment related to public works projects.
- Federal, state and local laws, rules, regulations and standards related to the area of assignment.
- Modern management principles and techniques.
- Financial analysis and research procedures.
- Budget preparation and administration.
- Cost control and service delivery alternatives.
- Risk Management, including programmatic policies, structures and financing options.
- Traffic laws, ordinances, and safety rules applicable to truck and equipment operation.
- Manual on Uniform Traffic Control Devices.
- Basic computer skills.

Ability to:

- Provide leadership.
- Plan, direct, and organize the operations of a complex agency.
- Work effectively with the Town Administrator and Town Board.
- Prepare and analyze complex budget and financial reports, and related documents.
- Develop and implement financial goals, objectives, policies, and priorities.
- Understand, interpret and apply laws and administrative policies and rules, and direct their application to financial and human resource operations.
- Select, supervise, motivate, and evaluate staff.
- Communicate clearly, concisely, and effectively both orally and in writing.
- Provide clear and understandable information in response to citizen inquiries and complaints.
- Use computers and associated software and equipment.

EQUIPMENT USED

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is typically performed in indoor environments without constant exposure to variant temperature extremes and wet weather conditions. Work requires infrequent exposure to dry, dusty, and noisy environments; fumes; smoke; or gases, solvents, grease and oils; concrete dust; hot asphalt; and working around machinery, moving vehicles, and on slippery/uneven walking surfaces.

Tasks involve the ability to exert light physical effort in light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10 to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

The position requires 24-hour availability on a standby basis for emergency calls with the ability to respond within 35 minutes and irregular or protracted work hours.

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.