

TOWN OF KREMMLING
JOB DESCRIPTION

TITLE:	PUBLIC WORKS DIRECTOR
DEPARTMENT:	PUBLIC WORKS
REPORTS TO:	TOWN MANAGER
EMPLOYMENT STATUS:	REGULAR FULL-TIME
FLSA STATUS:	EXEMPT
SALARY RANGE:	\$67,771 - \$85,101

SUMMARY

Under general supervision by the Town Manager, the Public Works Director is responsible for the overall administration, management, and operations of the Public Works Department. The Director is responsible for ensuring a high level of professional public maintenance and utility services for the community. The Director is further responsible for ensuring proper compliance with all department and town values, policies, procedures as well as applicable laws of the Town of Kremmling, State of Colorado, and the United States.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex or national origin.

All applicants must be physically able to perform the essential job functions outlined below, with or without reasonable accommodation.

BENEFITS

Full-time non-exempt employees are eligible for benefits. Benefits include health insurance, dental, vision, MASA, retirement plan, paid holidays, and paid time off.

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

- Supervises the daily operation and activities of the public works department and assists with establishing and enforcing Town policies, procedures and practices.
- Formulates Departmental policies and objectives, stays abreast of community needs, encourages and receives input from public works personnel and others. Works with Town Manager and staff to establish goals and objectives.
- Evaluates staffing requirements. Organizes, directs and maintains effective, efficient and responsive public works operations. Works with department staff to provide leadership, training, assistance with problems, and reviews progress. Monitors staff performance and identifies needs for professional development. Completes annual staff performance reviews.
- Recommends to the Town Manager employment of vacancies, promotions, advancements, demotions, disciplinary actions, etc.

- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Prepares requested annual budgets for the department and its various operating funds; authorizes and tracks all expenditures and revenues of the department in conformance with approved budgets and budgetary controls.
- Responsible for the administration, planning, organization, control, direction, efficiency, custody and care of all department property, and general good conduct and discipline of the Public Works Department.
- Maintain, repair, and service all vehicles, equipment, and other Town property, including all town buildings, parks and open space properties.
- Manages inventories of parts and tools, and ensures that tools, equipment and facilities of the Public Works Department are secure and well-maintained.
- Prepare and maintain official maps of the Town and acquire the necessary easements, rights-of-way and real property for Town public works, park, open space, and utility facilities.
- Maintain and preserve all records of engineering work performed by or for the Town.
- Design, and review engineering plans, reports, and studies in areas of streets, water and wastewater systems, storm drainage, planning, and community development.
- Review submitted engineering plans and subdivision plats for compliance to town subdivision regulations and town standards and specifications.
- Plan, design, administer, coordinate, and maintain the public works within the Town, including the water, and storm water utilities.
- Develop, maintain, and implement master utility plans for the water, sanitary sewer and storm water utilities.
- Perform all duties and assume all responsibilities of the state-licensed operator of the Town's water and wastewater systems or have the ability to obtain the proper licenses. Responsible for the timely and correct performance of various required water and wastewater quality tests and flow reports and required periodic reporting.
- Must have the ability to operate the Town water software systems and the remote meter reading system.
- Compliance oversight with State and Federal regulations the Town's wastewater collection and treatment system, domestic water collection, treatment and distribution system, streets, alleys, parks, and town properties.
- Inspects and supervises the repair of chlorine machines, meters and other water system components at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, may assist with Sanitation District with sewer blockages, pressure loss or no water; evaluates situation, determines if responsibility lies with the Town or the property owner; explains findings to property owners and notifies appropriate crew if necessary.
- Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water and wastewater systems.
- Enforces rules, regulations, policies and procedures relating to the operation of the water, streets and parks.
- Keeps abreast with recent developments in utility operations and management, and with new regulations from the Environmental Protection Agency and Colorado Department of Public Health and Environment.

- Maintain public streets, alleys and municipal parking areas within the Town, clean improved public streets and remove snow from streets designated for plowing; and install, operate, maintain and remove official traffic control devices, as directed from time to time by the Town Manager or the Chief of Police.
- Plan, design and operate the Town street lighting and other electrically operated traffic control devices.
- Assists in managing the Town's utility accounts and oversees meter reading, shut offs, turn- on, and overall maintenance of the Town's utility services.
- Advises the Town Manager, Town Board of Trustees, Planning Commission, and various committees in all matters related to the operations of the Public Works Department.
- Provides updates to town officials in matters relating to department activities; notifies Town Manager of any adverse situation in the Town systems and facilities.
- Ability to inform the public and communicate public works' decisions to the public professionally and courteously. Contacts residents and business owners in area where service will be interrupted and gives an estimation of when such service will be shut off and how soon it will be turned back on.
- Ensures that all necessary materials, supplies and equipment are available by ordering and maintaining an inventory of parts and materials.

OTHER DUTIES AND RESPONSIBILITIES:

- Provides back-up support for day and night on-call personnel when necessary.
- Communicates to the Town Manager on a regular basis regarding progress and problems within the Public Works Department.
- Conducts special projects and assignments as required and/or assigned by the Town Manager.
- Coordinates public works activities with other municipal operations and recommends new or revised ordinances as appropriate.

EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or GED equivalent.

Special Training, Certifications or Experience:

1. Class 1 Distribution Water Operators License, Class 1 Collections Waste Water Operators License, Class D Waste Water Operators License.
--or--
Class S water license (includes level one distribution and level D water treatment) and a Class S wastewater (includes both a level one collection systems and level D wastewater).
2. Class B or higher CDL License required.

Work Experience in Positions Similar or Related to this Job: Five or more years of progressive experience working in the public works field for a municipal, county or state government is preferred but not required. A minimum of three years of supervisory experience or equivalent.

Other Requirements: Possession of a current and valid Colorado driver's license with an acceptable driving record. Successful completion of a pre-employment background check, physical evaluation and drug screen.

REPORTING RELATIONSHIPS:

This position reports to the Town Manager.

This position has supervisory and management responsibility for all public works positions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Requires the ability to establish and maintain effective working relations with superiors, fellow workers and the public in respectful yet flexible manner. Must be able to demonstrate team leadership and management skills while maintaining a good attitude and courteous demeanor even during stressful or crisis situations. Should possess good decision and problem-solving skills. Must demonstrate sound work ethics as well as dedication to the position and the Town of Kremmling while being consistent and fair.
- Strong written and verbal communication skills. Knowledge of the use of proper grammar, punctuation, and spelling.
- Ability and skill to operate general office equipment such as computers, copy machines, printers, phone, fax machine and other general office equipment. Must be able to efficiently communicate by E-mail and conduct Internet research.
- Skills in evaluating organizational operations and formulating recommendations.
- Requires implementation of safe work practices in the operation of heavy equipment, light equipment, Town vehicles and power tools; and in safe methods of performing maintenance and construction work. Ability to maintain and do minor repair work on Town equipment, vehicles and facilities.

ENVIRONMENTAL CONDITIONS:

- Ability to perform routine to strenuous physical work for extended periods of time, indoors and outdoors, and during extreme weather conditions. Must be comfortable making public presentations and public speaking.

PHYSICAL REQUIREMENTS:

- Ability to lift or carry up to 40 lbs. and to push or pull up to 60 lbs.
- Ability to conduct activities involving climbing, balancing, crawling, twisting, stooping, kneeling/bending, crouching, and reaching on a limited to substantial basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to perform responsibilities of the position.
- Ability to use a computer for moderate periods of time.
- Ability to legally operate town owned vehicles and equipment.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to use memorization and analytical skills and apply results.
- Ability to use and apply technology.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Kremmling 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 is an Equal Opportunity Employer.

Application Instructions:

Please forward a copy of your **certifications, application, and resume** via one of the following methods:

- Email: manager@townofkremmling.org
- Hand deliver to: 200 Eagle Ave. Kremmling, CO
- Mail: Town of Kremmling, attn: Town Manager, P.O. Box 538, Kremmling, CO 80459