

## JOB DESCRIPTION

<b>Department:</b>	Public Works
<b>Position:</b>	Public Works Director
<b>Wage status:</b>	Hourly, full time
<b>Supervised By:</b>	Town Manager
<b>Supervision Over:</b>	Streets Superintendent, Public Works Workers, Systems Manager, Plant Operator and seasonal workers within the Public Works Department as may be needed.
<b>Position Summary:</b>	Responsible for the day to day administration (less utility billing) and operation of the Public Works department; help prepare and execute long term planning and capital improvement projects for the Town; management of projects and programs under the Public Works Department; provide information to the Town Manager and Town Council as may be needed; direct supervision over Public Works employee's and staff; and assist in the development of policies and policy discussion pertaining to the Public Works Department.

### DUTIES AND RESPONSIBILITIES:

Responsible for the efficient administration of the Public Works Department.

Responsible for the appointment, suspension, transfer and removal of all employees of the Public Works Department, subject to the personnel regulations of the Town adopted by the Town Council and the Town Charter. Direct supervision of Public Works Supervisor and Water Treatment Manager. Direct supervision as needed of Public Works staff and temporary help.

Prepares, in cooperation with the Town Manager, Finance Director and Town Council, the annual budget for the Public Works Department.

Prepare and submit to the Town Manager such reports as may be desirable or required by ordinance, regulation or law concerning activities of the Department and upon request of the Town Manager make written or verbal reports at any time concerning the affairs of the Public Works Department or Town operations under the Public Works Department. .

Keep the Town Manager advised of future needs of the Public Works Department and Town as may be needed and make such recommendations as deemed necessary or expedient. Attends meetings of the Town Council and others as required by the Town Manager.

Enforce all terms and conditions imposed, in favor of the Town or its inhabitants, in any contract or public utility franchise, and upon knowledge of any violation thereof, report same to the Town Manager for such action as may be necessary to enforce same.

Represent the Town to Federal, State and local agencies and boards as pertains to Public Works Related matters. (i.e. Water, Sewer, Roads, infrastructure etc)

In conjunction with the Town Manager's approval, solicit and process applications for private, state and federal grants.

In conjunction with the Town Manager, represent the Town in planning, approval, and construction/completion of capital improvement projects.

Administration and management of the Waterworks (treatment and distribution); Wastewater (collection and treatment); streets and drainage; parks and open space maintenance; weed and mosquito control; and the operation and maintenance of all equipment, structures, and apparatus owned by the Town.

Performs other duties as may be designated by the Town Manager.

**DESIRED SKILL SET:**

- Excellent management, written and verbal communication skills,
- Technical, equipment operation, conceptual, public relations, analytical mathematics, surveying, drafting, safety and mechanical, laboratory;
- Working knowledge of chemistry, biology, and electrical;
- Interpersonal and public relations or a combination of a majority of these skills.

**ADDITIONAL SKILL SETS DESIRED:**

- Major and basic administrative decision making ability;
- Working understanding of fiscal policy and budgeting;
- Ability to coordinate multiple activities at any given time;
- Routine duties required of the position;
- Working knowledge of water and wastewater treatment plant operations;
- Working knowledge of testing procedures related to water and waste water operations and infrastructure facilities;
- Working knowledge of maintenance and safety procedures and policies.

**EXPERIENCE:**

Minimum five (5) years involving operation of water treatment and distribution, wastewater treatment and collection, construction and maintenance of water, sewer and streets. Knowledge of operation and maintenance of mechanical and electrical devices.

**EDUCATION:**

Minimum High School Graduate or equivalent, Bachelors Degrees preferred, with additional training in water, sanitation, engineering, construction management and supervision. Additional training may be considered in place of no more than two (2) years experience.

**WORKING CONDITIONS:**

Expected to have the ability and willingness to perform any or all of the work necessary to insure proper operation of the Department. On-call for snowplowing and emergencies; inclement weather, dust, noise; exposure to and operation of equipment and other uncomfortable conditions. Exposure to sewage and an unsanitary environment; chlorine; sulfur dioxide; possible exposure to chlorine gas, water and electrical. Position can require additional hours above and beyond normal 40 work week.

**PHYSICAL DEMANDS:**

Standing, stooping, reaching, lifting heavy objects, carrying, operation of equipment as well as hand tools (shovel, picks, jackhammer, etc.). Manual dexterity, manipulating, bending, kneeling, climbing.

**CONTACTS:**

Town Council, Town Manager, Chief of Police, Town Clerk, Other Town Departments, General Public.

**SPECIAL REQUIREMENTS:**

Valid Colorado Driver's License. CDL Class "B" required. The State required certification to operate the Town's water and wastewater systems or the ability to obtain the required certification within the time frame as specified by the Colorado Department of Health. Equal Opportunity Employer: all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. This job description is not a contract, but merely an overview of the various job duties and skills needed to perform the job. The description is not intended to be contractual commitment of the Town of Hayden, and will not be construed as such by any employee. The Town of Hayden has the right to change, supplement, or revoke the description at any time without notice. No permanent employment for any term is intended or should be implied from the statements contained in the job description.