



TOWN OF PALISADE, COLORADO

Job Opening

Director of Public Works

Work Location: Town of Palisade - 175 East Third Street - Palisade, CO
FLSA Status: 81526 Exempt
Effective Date: February, 2024

Salary: \$80,000 – \$90,000 a year with benefits

Qualifications: Bachelor's Degree and 5 years of Project Management Experience in Construction and Project Implementation

Please submit cover letter and resume to kfrasier@townofpalisade.org or in person at Town Hall.

GENERAL STATEMENT OF DUTIES

Serves as the Director of the Public Works Department. The Director supervises the water & sewer treatment plants and distribution, streets, utilities, and equipment maintenance. Supervises the staff and daily operations. Manages budget and special projects as well as water and sewer line replacement projects and road maintenance and improvements. Hires and manages sub-contractors for public works projects.

ESSENTIAL DUTIES

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

- Supervises personnel, including the assignment and review of staff work, interpretation of program and policy for staff, initiation, and management of disciplinary action, interviewing and selection of staff, and scheduling of work time.
- Serves as Risk Management officer for the Public Works Department. Schedules and instructs safety training per industry standards and regulations.

- Supervises the Water Plant ORC and Sewer Plant ORC and distribution. Provides support and budget management for the operations.
- Reviews subdivision applications in regard to utilities, streets, drainage, etc. Coordinates with engineering consultants for final acceptance of applications.
- Performs oversight of contract administration, inclusive of on-site inspection of public works construction projects.
- Administers departmental budget and timecards. Prepares and submits to the Town Administrator requests for budget funding for all public works projects.
- Supervises all record keeping within the department and prepares all required reports for various governmental agencies.
- Supervises work performed, either new or remedial, on all public works systems.
- Performs site inspections of newly installed or repaired connections or additions to the water, sewer, street, and drainage system.
- Represents the Town in various matters affecting the department and coordinates with other governmental jurisdictions in those activities relating to public works department.
- Participates in various committees and boards related to program activities and responsibilities.
- Provides information and assistance to the public as requested.
- Presents to the Board of Trustees at meetings, as necessary.

REPORTING RELATIONSHIPS

Supervision Received:

General supervision is received from the Town Administrator.

Supervision Exercised:

Has direct supervisory accountability for all positions, employees, operations, and activities within the Public Works Department; typically includes coordinating staff training, assigning and reviewing work, and evaluating performance.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Requires a Bachelor's Degree from an accredited college or university and 5 years managing staff and construction projects, or can show equal on the job training certifications.

ABILITY TO:

- Interpret and apply department policies and procedures.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with other employees, departments, other agencies and organizations, and members of the community.
- Ability to analyze technical data and generate comprehensive reports and presentations.
- Report filing of sewer and water tests to CPDHE and town engineers.
- Ability to schedule daily crews for Public Works maintenance of the town.
- Ability to contract and manage sub-contractors working for the town.

EQUIPMENT USED

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

Work is conducted both in the field and in a standard office. Oversee the water plant, watershed, outdoor environments with the occasional frequency of adverse weather conditions such as exposure to extreme heat, extreme cold, and wet weather conditions; occasional exposure to dry, dusty, and noisy, environments.

PHYSICAL AND OTHER REQUIREMENTS

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Visual and physical capabilities operate motorized vehicles.