



TOWN OF PALISADE, COLORADO

Public Works Director Job Opening

- Work Location:** Town of Palisade - 179 East Third Street - Palisade, CO
- FLSA Status:** Non-Exempt
- Salary:** \$70,000 – \$80,000 a year with benefits – health insurance, family health plan, retirement plan, sick & vacation time
- Qualifications:** Bachelor's Degree and 7 years of Project Management Experience in Construction including working in a Public Works Department and/or military experience. Experience includes 4 years of administrative budget management and supervisory responsibility. Equivalent combinations of education and experience may be considered. Water & Sewer Certification B preferred.
- Closing Date:** December 2, 2022

The Position

Serves as the Director of the Public Works Department. The Director will be a skilled administrator. The departments division personnel with Water & Sewer Certifications are experts in their service areas and carry out the more technical functions of the department.

Reporting to the Town Manager, the Public Works Director is a highly responsible executive level position and a key contributor to the Town's leadership team. The Town's leadership team includes the Town Manager, Chief of Police, Chief of Fire, Parks Director, Community Development Director, Finance Director and Town Clerk. As part of this team, they advise this team, the Town Manager, and the Board of Trustees on key areas.

The Public Works Director represents the department to other municipalities, elected officials, and outside agencies and provides highly responsible and complex administrative support to the Town Manager's office.

The Public Works Director performs complex leadership, managerial and professional work in planning, organizing, directing, and overseeing the activities, projects and

operations of the Public Works Department to maintain the quality and safety of the Town's infrastructure and deliver associated programs and services reliably, efficiently, and cost effectively.

The department provides services of street maintenance and construction, fleet maintenance, traffic engineering, mountain water rights, water treatment, water distribution, wastewater collection systems, irrigation service, wastewater treatment, and biosolids programs. Palisade is a growing community, where infrastructure related needs will be prioritized to maintain a high level of service.

Due to the size of the department, the Director must be willing, able and regularly get their hands dirty, working side by side with those they lead.

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 and program operations 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.
- As the Director provides support to the Water Plant ORC and Sewer Plant ORC, and ORC of 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.
- Prepares and submits to the Town Administrator requests for budget funding for all utility projects.
- Prepares and presents policy recommendations and quarterly reports outlining departmental activities to the Board of Trustees.
- Supervises all record keeping within the department and prepares all required reports to various governmental agencies.
- Prepares RFQ's, RFP's for contractors and is active in grant research for projects and writing of grants.

REPORTING RELATIONSHIPS

Supervision Received:

General supervision is received from the Town Manager.

Supervision Exercised:

Has direct supervisory accountability for all positions, employees, operations, and activities within the Public Works Department; including managing sub-contractors.

Education and Experience:

Required Bachelor's Degree and 7 years of Project Management Experience in Construction including working in a Public Works Department and/or military experience. Experience includes 4 years of administrative budget management and supervisory responsibility. Equivalent combinations of education and experience may be considered. Water, Sewer, & Distribution Certifications preferred.

Compensation & Benefits:

The Director of Public Works position is \$70,000 – \$80,000, depending upon qualifications. The Town provides a competitive benefit package, including:

- Medical (employee covered 100%, various family plans available),
- Vision and Dental (employee covered 100% and low dependent premiums),
- Life Insurance, Vacation, Sick Leave, 12 Paid Holidays
- ICMA-RC 401a Retirement Program with 5% Town match
- Other voluntary employee covered benefits such as disability insurance

How to Apply:

To apply, submit a completed Town application, cover letter and a resume and to Keli Frasier, Town Clerk, kfrasier@townofpalisade.org; The employment application can be found on the town website at <https://palisade.colorado.gov/>

The position is open until filled; however, the first review of applications will begin on November 14, 2021.