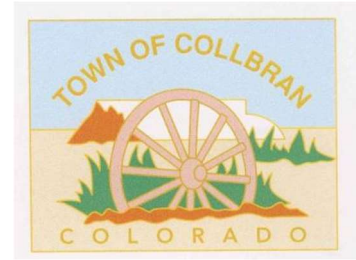


Job Description: Public Works Director

Location: Collbran, Colorado

Job Type: Full-Time

Reports To: Town Administrator



Position Summary:

Provides supervision, direction and oversight of projects and maintenance staff, performs a variety of skilled and unskilled work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of town water, wastewater, facilities, irrigation, stormwater, parks, and facilities.

Essential Duties and Responsibilities:

Supervisory Responsibilities:

- Public Works Maintenance Technician(s)
- Seasonal Parks Labor
- Volunteers and Court-ordered Volunteers

Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Provides supervision, direction and oversight to public works staff.
- Develop daily work plans and prioritize daily, monthly, quarterly, and annual maintenance. Works with the Administrator and Town Board to identify capital needs and aid in the implementation of capital projects.
- Inspects, reads, and/or repairs meters, drainage systems, water system, wastewater system, and automatic lawn sprinkling systems at frequent intervals to ensure that all aspects of the system are functioning properly.
- Responds to complaints regarding utility problems and takes necessary or corrective action to restore utility to operable condition.
- Operate equipment of various types needed to maintain utilities.
- Performs routine inspection, preventive maintenance and repair on equipment and coordinates necessary repairs; cleans equipment and tools.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs and/or coordinates required labor involved in the construction and maintenance projects, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Cuts, fits, lays, repairs, installs, taps, cleans and flushes water mains, pipe, valves, fittings, and fire hydrants.
- Upgrades map changes in the water and wastewater systems.
- Performs other job-related duties as required or requested.

Working Conditions:

- Regularly required to use hands, eyes, etc. to handle tools, to operate equipment, and communicate with staff and public.
- Required to sit, climb and balance, stoop, kneel, crouch or crawl, walk and stand.
- Must be able to lift a minimum of 50 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis.
- Must have a normal sense of smell.
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
- Work will involve working outdoors and driving Town vehicles, large trucks, snowplows and heavy equipment in all weather conditions.
- Noise level in the work environment is moderate to loud.
- Position will involve working in confined spaces such as vaults and manholes.
- Work will involve communication with the public, vendors, and town employees on a daily basis, including telephone as well as face-to-face interaction.
- Position will require working on call and irregular hours to include shift work, holidays, and weekends.

Qualifications:

- High school diploma or equivalent (Associate or Bachelors degree preferred).
- Have basic computer and technology skills.
- Must have basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance construction and repair activities.
- Must possess or be able to obtain certifications for water distribution systems, and wastewater collection system.
- Must be able to recognize dangers and use safety equipment.
- Must be skilled in operations of tools and equipment to maintain listed duties.
- Must maintain a telephone for emergency notification purposes.
- Must be able to work or be on call for holidays and weekends as assigned.
- Valid Colorado Driver's License (CDL Preferred)
- Strong communication and interpersonal skills.
- Ability to manage multiple tasks and maintain confidentiality.
- Familiarity with small-town government operations is a plus.
- Must be able to pass a background check prior to employment. Felonies or serious misdemeanor convictions are disqualifying.
- Must be able to pass a drug test prior to employment to include marijuana. This position is subject to random and regular drug screening.

Compensation & Benefits:

Wage Range: \$60,000 to \$85,000, depending on qualifications.

Benefits: Health insurance, retirement plan, paid holidays, vacation and sick leave, training opportunities.

How to Apply:

Submit a resume, cover letter, and references to:

By Mail:

Town of Collbran

PO BOX 387

Collbran, CO 81624

By E-mail

admin@townofcollbran.us

Subject: Public Works Supervisor Application

Application Deadline: Open until the position is filled