

# Public Works Director

## Job Description



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<b>Position Title:</b>	<b>Public Works Director</b>
<b>Department:</b>	<b>Public Works</b>
<b>Reports To:</b>	<b>Town Manager</b>
<b>Safety Sensitive:</b>	<b>Yes</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Month and Year:</b>	<b>March, 2022</b>

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**GENERAL STATEMENT:** The Public Works Director provides strategic leadership and oversight of daily operations for Engineering, Public Operations, Mobility and Fleet Divisions. Responsibilities include overall management, preparing and administering of annual Department budget, implementing and monitoring work programs, overseeing operations, negotiating contracts, conducting long-range planning, and implementing capital improvement projects. The Public Works Director is responsible to provide a high level of public services for various Department operations, promote efficient coordination between design and construction of public improvements and maintenance of those public improvements, and establish a comprehensive inventory of assets with an effective maintenance, repair and replacement plan.

**SUPERVISION RECEIVED:** This position works under the direct supervision of the Town Manager.

**SUPERVISION EXERCISED:** This position exercises direct and indirect supervision of Department full and part-time employees and work performed under contract service agreements.

**WORK ENVIRONMENT:** Work is generally performed in an office environment and involves both sitting and standing for long periods of time; extensive computer work including repetitive motions with hands/wrist; lifting, pushing, pulling, and carrying boxes or other objects up to 25 pounds; bending; kneeling; standing; walking; climbing stairs; and moving about the office. Walking across sidewalks, lawns, unpaved trails, and unimproved mountain terrain is required due to the physically dispersed locations of Town assets. Outdoor work performance can, and often will, occur during inclement mountainous winter conditions.

Subject to interruptions, including walk-ins, phone calls and emails, and requires quick prioritization of job responsibilities. This position also requires driving Town vehicles, walking within Town to perform various tasks, and working in other places of Town as may be assigned on occasion for administrative support.

Work involves site visits in the field as well as visits to all Departments, all Town facilities, and all Town properties, including sloped mountain terrain and open space property, to gain first-hand knowledge of site specific conditions and to take photographs or conduct other documentation as may be necessary and appropriate for Public Works functions and operations.

## **ESSENTIAL FUNCTIONS:**

1. Provides overall direction, coordination, planning and supervision of the Public Works department, including engineering review and evaluations, capital improvements projects, development of Requests for Proposals, administration of bidding process, and oversight of building and facilities operations; maintenance and repairs of roads, bridges, public right-of-ways, street lights, parks and park facilities; operations and management of facilities and rolling stock for Town transit operations and support for regional transit operations; and administration of Fleet maintenance operations.
2. Oversees staffing with full- and part-time employees to meet service levels of the Public Works Department and other divisions as assigned.
3. Identifies potential grant funding sources and administers grant applications and approvals when appropriate.
4. Evaluates and monitors best practices, designs and standards in peer communities and in the industry and exercises initiative to implement best practices and innovations when appropriate.
5. Prepares high quality, comprehensive presentation materials for Council and the general public; regularly attends Council meetings and participates upon request; represents the Town of Avon on regional, state and federal efforts when appropriate; responds to citizen questions, concerns and complaints as appropriate; and provides press releases, information and content on Public Works Department operations and matters for the general public as appropriate.
6. Implements Department Goals as adopted each year; implements projects, programs and operational tasks as/when directed by the Town Manager and when directed by Town Council through the Town Manager.
7. Interviews, hires and evaluates employee job performance, providing feedback and counseling where appropriate and addresses employee complaints to resolve problems in accordance with Town Employee Policies.
8. Conducts performance reviews of direct reports as determined by the Public Works Director within the Public Works Department.
9. Performs other duties as assigned.

## **Other Duties and Functions:**

Avon's Workplace Culture promotes teamwork, mutual support and leadership so that the Avon Town government can achieve identified goals and provide a high level of governmental service for the Avon community. This position may be required to conduct other administrative functions or event functions in the field as may be necessary or convenient from time to time.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Extensive knowledge of all aspects of the Public Works Department operations.
2. Extensive knowledge of relevant federal, state and local rules, regulations, ordinances and regulatory standards related to all aspects of Public Works Department operations and activities.
3. Ability to establish and maintain effective working relationships with Town staff and other government officials, community groups and public and media representatives.

4. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals.
5. Ability to communicate clearly, effectively and professionally through written and oral communication to develop and articulate departmental goals, objectives, policies and procedures
6. Ability to read and interpret plans and specifications, draw plans, and write specifications and cost estimates for parks and grounds repair and minor construction work.
7. Ability to train and develop staff in core areas, including customer service and safety
8. Ability to use office software and applications with a high level of proficiency, including but not limited to: Microsoft Office Outlook, Word, Excel, PowerPoint and Teams; Adobe Acrobat; Zoom and Doodle Poll.
9. Ability to exercise a high level of governmental written communication, including but not limited to spelling, grammar, clear and concise writing style, and factual accuracy.
10. Ability to think strategically and schedule, coordinate, prioritize, and simultaneously manage multiple projects of varying degrees of difficulty, size, and complexity.
11. Ability to gather pertinent facts, make thorough analyses, and arrive at sound conclusions including the production of written documents with clearly organized thoughts.
12. Ability to make significant decisions and exercise resourcefulness and innovation in resolving new problems; adept at managing change.
13. Ability to take initiative and exercise independent judgment.
14. Ability to utilize principles of efficiency in providing and analyzing municipal operations, including the use of performance metrics.
15. Ability to provide technical advice and information to government officials, management, and staff in areas of expertise.
16. Ability to create great working relationships with employees across departments and maintain a positive, pleasant, and courteous attitude and demeanor.
17. Ability to operate a Town vehicle safely.
18. Ability to maintain confidentiality when required by Town Code of Ethics.
19. Ability to pass a background investigation.

**EDUCATION AND EXPERIENCE:** A Bachelor's degree in Public or Business Administration or Engineering, with a minimum of ten (10) years of progressive experience working in Public works for a comparable or larger local governmental entity; at least seven (7) years managing a staff of fifteen (15) or more individuals. An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may be substituted. Position requires possession of a valid Colorado Commercial Driver's License and ability to pass a DOT physical examination.

Employment is contingent upon successfully passing a pre-employment drug and alcohol test and may be subject to random, unannounced drug and alcohol testing as outlined in the Town's Drug & Alcohol Policy.

**ACKNOWLEDGEMENT:** I understand the requirements and essential functions of this job description. I also understand that not all of the duties are described above and that I will perform those above and other related or similar administrative duties as directed by my supervisor.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_