



Colorado

PUBLIC WORKS AND UTILITIES DIRECTOR

\$111,668 - \$167,180

Plus Excellent Benefits

Apply by

May 22, 2022

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



The Town of Superior is a suburban town located in Boulder County, Colorado, twenty-three miles northwest of Denver and eight miles southeast of Boulder. Superior is

four square miles consisting of homes and businesses nestled at the nature's edge of plentiful open space. Superior's total population of roughly 13,000 residents consists of a variety of families and singles with a median age of 33. The community has a high value for education, excellence, and recreation. Currently, the Town is in the process of developing Downtown Superior as a pedestrian-friendly civic heart of the community with a mix of residential, commercial, and recreational uses. The vision for this area of Town is to integrate the Rock Creek Ranch and Original Town neighborhoods, emphasizing the Colorado live, work, and play lifestyle.



THE TOWN

Operating on a 2022 budget total of \$43.6 million, the Town of Superior is a statutory town with a trustee-manager form of government. The Town has 45 full-time employees, 15 part-time employees and approximately 50 seasonal employees. The organization is structured with the following departments and divisions: Public Works and Utilities, Parks, Recreation & Open Space, Administration, Human Resources, Building, Planning, Utility Billing, Finance, Code Enforcement, Municipal Court, and Economic Development.

The Town provides utility services (water, irrigation, wastewater, storm water), municipal court, community events, recreation programs, art, culture, historic preservation, youth services, aquatics, parks, open space, and landscape management as well as traffic circulation street maintenance, and snow removal to its residents. The Town has two outdoor pools and a new community center. In addition, many services are provided by contracting out.

THE DEPARTMENT

The Public Works and Utilities Department is responsible for transportation planning and traffic engineering, which includes street maintenance, snow removal, management of capital projects and development review. Also included within this department is the management of SMD No. 1 which plans for and provides water treatment and distribution, wastewater collection and treatment, and storm water management.

The department has 13 FTEs, which includes the Public Works and Utilities Director, a Civil Engineer, a Utilities Superintendent, a Senior Construction Inspector, a Public Works and Utilities Coordinator, Field Maintenance Superintendent and five Field Maintenance Technicians (FMT).

The Department contracts for many services including water treatment; wastewater treatment; snow & ice removal; signing & striping; traffic signal maintenance; street light maintenance; street construction and other capital improvement projects.

The Department has a 2022 operating budget of \$8.5 million, and a capital budget which varies from \$5 million to \$10 million per year.

THE POSITION

Under the direction of the Town Manager, the Public Works and Utilities Director plans, directs, supervises, and coordinates the operations and functions of streets and of the water, sewer, and reuse water utilities including water supply, treatment, storage, reuse water irrigating system, wastewater collection and treatment, and storm drainage systems of the Town of Superior. This position also formulates long-range plans and makes daily operational decisions.

Essential Job Duties:

- Plans develops, and directs utilities programs of the Town, including maintenance, repair, and inspection of water storage facilities, water tanks, reuse water irrigation system, water supply and treatment facilities, and storm drainage facilities.
- Establishes policy for the Public Works and Utilities Department.
- Develops the organizational structure, including lines of authority, responsibility, and communications for the Department in order to carry out policy and goals of the Town; revises the organizational structure as required.
- Plans, in conjunction with consultants and/or subordinate staff, the design and construction of public utilities projects; reviews subdivisions and related private developments with the Town Board, Planning Commission, general public, and developers, as appropriate.
- Prepares, administers, and implements the annual department budget and exercises control over expenditures and funds.
- Directs inspection of public utilities construction projects for adherence to approved plans and specifications; directs testing of construction materials in preparation for payments to contractors.



- Coordinates the Town's multi-modal transportation planning program; revises the Transportation Plan as needed; identifies transportation projects and submits funding applications and coordinates with DRCOG, RTD, CDOT and other agencies; acts as staff liaison to the Northwest Mayors and Commissioners Coalition; oversees the operation and maintenance of the Town's traffic signal control system, traffic signals, striping, pavement markings, snow removal and street sweeping programs.
- Directs the construction of new public utility projects and the improvement of existing facilities, the preparation of designs and plans, and the preparation of cost estimates and contracts.
- Coordinates with local utility companies on work within in Town right-of-way; issue Right of Way (ROW) permits; reports street light outages; and plans and maintains Town owned street lights.
- Insures the lower-level personnel comply with applicable occupational health and safety standards; maintains discipline, conduct, and appearance of lower-level personnel.
- Prepares and submits reports as required to the Town Manager regarding department activities; attends conferences and meetings to keep abreast of current trends in the field.
- Contributes to a positive work environment.

IDEAL CANDIDATE PROFILE

Education & Experience:

- Graduation from an accredited college or university with a bachelor's degree in engineering, public administration, management, or a related field.
- Six (6) years of increasingly responsible professional experience in engineering work and construction with a minimum of three (3) years of experience in both transportation and utilities.
- Graduate degree in civil engineering or public administration is desired.
- Professional engineering registration in Colorado is desired.

Any equivalent combination of training and experience that provides evidence that the applicant possesses the required knowledge, skills, and abilities will be considered.

Necessary Knowledge, Skills & Abilities:

- Ability to exercise supervision over all consultants and department personnel directly or through subordinate supervisors.
- Ability to work under broad policy guidance and direction of the Town Manager.
- Extensive knowledge of water and wastewater utility operations including production, treatment, distribution, and collection.
- Thorough knowledge of the materials, equipment, methods, and practices related to the construction, operation, and maintenance of water storage systems, water and wastewater treatment plants, and gray-water and storm drainage systems.
- Thorough knowledge of the materials, equipment, methods, and practices related to the planning, construction, operation, and maintenance of streets, multi-use trails and traffic control devices.
- Ability to delegate authority and responsibility and to direct professional, technical, and other personnel in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with Town Board, Town Manager, Department Heads, subordinates, contractors, developers, representatives of other agencies and the general public.
- Ability to supervise and coordinate the activities of a complex organization and to exercise sound judgment in evaluating situations and making decisions.

COMPENSATION & BENEFITS

- **\$111,668 - \$167,180 DOQ**
- Excellent Medical, Dental & Vision
- Life and Disability Insurance
- Flexible Spending Account (FSA)
- Health Savings Account
- Employee Assistance Program (EAP)
- Patient Advocacy
- Wellness Reimbursement
- Retirement
- EcoPass
- Vacation, Medical, and Holiday Leave

**For more information on the
Town of Superior, please visit:
www.superiorcolorado.gov**



The Town of Superior is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 22, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Town of Superior, CO – Public Works and Utilities Director**", and click "**Apply Online**", or click [here](#).



www.prothman.com

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