



Job Description

Job Title:	Public Works Director
Reports To:	City Manager
FLSA Status:	Exempt
Effective Date:	July 2026
Department:	Public Works
Hiring Range:	\$130,316 - \$175,928 - DOQ/DOE

Summary:

This position is responsible for the management of the City's Public Works Department. This position performs a variety of professional, administrative, and managerial duties related to planning, organizing, coordinating, and directing all phases of street, drainage, and traffic operations, facilities and fleet operations, and environmental compliance.

Responsibilities include the maintenance and repair of city streets, sidewalks, alleyways, drainage systems, traffic signals, signage, and pavement markings, as well as oversight of related infrastructure, capital improvement projects, and fleet and equipment operations. This role also coordinates disaster response activities such as snow and ice removal, debris cleanup, and emergency support for police and fire services.

The Public Works Director is under the administrative direction of the City Manager. The Public Works Director directly supervises the Public Works Supervisor.

Essential Duties and Responsibilities:

- Plans, organizes, schedules, directs and supervises all Public Works Department activities and personnel; delegates assignments; evaluates employee performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training; determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and efficacy of operations; and issues written and oral instructions.
- Provides technical insight and recommendations related to determining Public Works Department policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including, street, fleet, buildings and facilities, infrastructure, and capital improvements.
- Prepares bid documents and purchase requests and recommends contract awards; coordinates, plans, supervises and reviews the activities of subordinates engaged in carrying out the public works programs, including capital improvements, infrastructure maintenance, repair and/or replacement; researches and reviews plans, technical engineering reports, budget estimates and proposed ordinances; proposes and drafts ordinances and/or



regulations as deemed appropriate or needed.

- Participates in the design of street improvements and other municipal public works projects; recommends actions and projects to the City Manager, and keeps the Manager informed as to the progress of projects; prepares and presents reports, requests, recommendations, or updates to the elected body and provides professional advice as requested.
- Reviews permit applications for approval or denial based on conformity to City policy, fees, and ordinances. Examples may include right-of-way use, excavation, asphalt cutting, street closure, driveway, and hauling/oversize equipment vehicles.
- Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; develops bid specifications for projects and equipment acquisitions; oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- Meets with the public, developers, entrepreneurs, and contractors to discuss public works programs and projects.
- Determines work priorities and delegates assignments to subcontractors; develops guidelines and deadlines, provides quality assurance review of work in progress; monitors and administers consultant service contracts; provides direct oversight to contractors and to those with Professional Service Agreements. Oversees project management for the construction of the municipal public works projects; oversees assigned projects to ensure contractor compliance with time and budget parameters for the project; performs critical incident or emergency decision-making related to city service systems.
- Provides guidance and enforcement to public works staff regarding safety programs as needed to comply with federal, state, and city safety standards, and monitors department safety practices.
- Directs the maintenance, repair, and capital planning of City-owned buildings, grounds, and facilities, and oversees fleet and equipment operations, including preventive maintenance programs, equipment replacement planning, and fuel systems.
- Oversees stormwater, drainage, and erosion and sediment control activities, ensuring compliance with applicable environmental requirements and watershed protection obligations, and directs the inspection and repair of drainage infrastructure and weather-related damage.
- Identifies sources for alternative funding related to special projects; may initiate grant application activities and coordinates with the city's finance director, assists in monitoring grant compliance to assure effective working relationships with funding agencies.
- Works closely with other local transportation managers and attends stakeholder meetings to ensure access routes and safety goals align with the City's best interests.
- Serves as the City's ADA Coordinator, receiving and responding to accessibility inquiries and coordinating accessibility compliance for City facilities and rights-of-way.
- Performs other related duties as required.

Required Experience, Knowledge, & Skills

Experience/Education

- Bachelor's degree in civil engineering, public administration, business administration, or a related field is required.



AND

- A minimum of five (5) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of a public works system.
- A minimum of three (3) years of experience in a supervisory capacity is required.

OR

- An equivalent combination of education, training, and experience.

Knowledge

- General civil engineering principles and practices.
- Legal environment associated with public works projects, construction, and maintenance.
- Stormwater, drainage, and erosion and sediment control requirements, including watershed protection and environmental compliance applicable to public works operations.
- Federal and state accessibility requirements under the Americans with Disabilities Act as they apply to City facilities and the public right-of-way.
- Current methods, principles, and practices of road and street construction.
- Equipment and materials used in construction and maintenance operations.
- Safety practices and principles involved in public works.
- Current codes and standards.
- Maintenance practices for streets, roads, highways, and snow removal.
- Computer systems and programs relevant to public works operations.

Skills

- Diplomacy and cooperative problem-solving.
- Leadership and management of personnel and teams.
- Written and verbal communication, including reading, interpreting, and explaining policies, statutes, and ordinances.
- Professional judgment in public works operations.
- Creativity and flexibility in a changing environment.
- Planning, coordinating, directing, and supervising personnel.
- Conducting engineering research and preparing comprehensive reports.
- Presenting ideas, recommendations, and information effectively to managers, elected officials, staff, and the public.

Abilities

- Establish and maintain effective working relationships with the City Manager, subordinates, employees, elected officials, residents, business owners, and visitors.
- Work effectively independently and as part of a team.
- Function as a member of the City Management Team.
- Handle a variety of projects/tasks and assist Management Team members and the public as needed.
- Take initiative, identify potential problems, and develop viable solutions.
- Interpret laws, ordinances, and regulations common to public works operations.

- Keep operating records and prepare reports.
- Travel to off-site locations for meetings.

Special Qualifications

- Must possess and maintain a valid Colorado CDL Class B with airbrake & tanker endorsements within one year of the employment start date.
- Must possess a valid Colorado Driver's license with a safe driving record.
- Must complete ADA Coordinator training within one year of the employment start date. ADA Coordinator Certification (ADACC) is preferred.
- Registration as a Professional Engineer (PE) in the State of Colorado is preferred.
- Possession of a Weed/Pesticide Applicator Certification preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	F
Standing	F	Inside Work	O
Walking	F	Outside Work	C
Running	R	Walking on uneven surfaces	F
Stooping	F	Working at height	O
Kneeling	F	Other:	
Squatting	F		
Climbing	F	Environmental Conditions	
Balancing	F	Exposure to Chemicals	F
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	C	High Noise Levels	F
Fingering	C	Moderate Noise Levels	C
Handling	C	Vibrations	F
Visual Acuity Near	F	Work in Traffic	F
Visual Acuity Far	F	Local Travel	F
Depth Perception	C	Out of Town Travel	R
Color Discrimination	F	Other:	
Peripheral Vision	C		
Talking	F		
Hearing	C		

Light/Power Equipment Ops	O	Weight of Objects Moved	
Heavy Equipment Operation	O	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	C

Work Environment

- Work is divided between an office setting and field, shop, and jobsite environments. Outside work is performed constantly and office work occasionally.
- Performs a variety of physical activities, including walking, standing, sitting, stooping, kneeling, squatting, climbing, balancing, and reaching, frequently on uneven surfaces and at height.
- Outdoor work required for inspecting streets, rights-of-way, drainage infrastructure, construction sites, and City facilities, in all weather conditions and extreme temperatures.
- Must be able to lift and carry objects weighing more than 10 pounds constantly; lifting or moving objects weighing more than 50 pounds, and occasionally more than 100 pounds, is required on a rare basis, with assistance or mechanical aid as needed.
- Hand-eye coordination necessary for operating computers and office equipment.
- Essential functions require talking, hearing, and seeing.
- Frequent use of eyes, hands, and fingers for dexterity tasks.
- Mental tasks include memory for details, following verbal instructions, emotional stability, and creative problem-solving.
- Periodic travel required as part of normal job performance.
- Must have the ability to communicate effectively in person, via telephone, and using two-way radios.
- Frequent exposure to gases, fumes, and dust, high noise levels, vibration, and work in traffic. Occasional operation of light, power, and heavy equipment.
- As a working director in a small department, this position may perform hands-on field and emergency response work alongside staff, including snow and ice operations, storm response, and coverage during periods of reduced staffing.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

The City of Central is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender (regardless of gender identity or gender expression), race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy, or other characteristics protected by law.

I have read and understand the job description detailed above. By signing below, I acknowledge that I can complete the essential functions of my job with or without reasonable accommodation. I understand that if I need a reasonable accommodation for a protected disability, I will notify my manager. I understand that the decision to grant reasonable accommodation will be on a case-by-case basis.

Employee Signature

Date