



## Job Description

Public Works/Community Development Manager

Developed 6/2012

**Title:** Public Works/Community Development Manager

**Reports to:** Town Administrator

**FLSA Status:** Exempt

**Department:** Public Works/Community Development

**Summary:** Under general direction, plans, coordinates, manages and evaluates the activities involved in the operation, maintenance and repair of the water distribution systems, street maintenance, traffic control devices, storm drainage systems, irrigation systems, park facilities, sports fields, park irrigation systems, forestry, maintenance and operations of the Town cemetery, oversees code enforcement, and management of the Town's planning and animal control contracts.

### Essential Duties and Responsibilities:

- Manages, supervises and directs the activities of assigned staff and functions; makes recommendations regarding hiring, discipline, termination or advancement of employees. Schedules employees, assigns work, and monitors progress; guides, trains and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations.
- Develops and maintains qualified staff to ensure department activities and processes are operated at maximum efficiency.
- Prepares, reviews, interprets, and analyzes a variety of operational and performance information, data, and reports; makes recommendations based on findings.
- Oversees buildings, grounds, and equipment and inspects for conformance to safety standards and security requirements.
- Provides professional advice on issues. Makes recommendations to the Town Administrator to ensure proper and efficient operation of the departments.
- Communicates plans, policies and procedures to staff and the general public. Responds to inquiries, complaints and requests for information from citizens, employees and other agencies.
- Generates work orders. Maintains accurate records of maintenance, repairs, inspections, construction projects and emergency service calls. Prepares and generates reports. Maintains equipment records for services and maintenance.
- Responds to and resolves sensitive and complex community and organizational inquiries and complaints. Investigates concerns or complaints and recommends necessary action to resolve issues.
- Prepares and conducting safety meetings.
- Assures adequate planning for the departments to provide proper and efficient operations and comply with government agency regulations as applicable. Responds to future growth needs, including goal setting and objective management.

- Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of operations.
- Coordinates of the activities of consultants and contractors employed in the division.
- Reviews or prepares plans and specifications for contract work and inspects work performed for compliance to standards.
- Attends or conducts a variety of meetings as required.
- Ensures the facilities are adequately secure.
- Serves on-call as required; responds to emergencies and coordinates after-hours work.
- Prepares necessary reports for state and federal agencies to ensure compliance with applicable laws and regulations as required.
- Prepares and administers the division's budget; forecasts the necessary funds for staff, materials and supplies; submits budget recommendations and justifications; monitors expenditures against approved budget.
- Attends Town Board meetings to present budgets, activity reports, and plans for future activities.
- Confers with suppliers and sellers and places orders for equipment, materials, and supplies.
- Authorizes or approves departmental expenditures.
- Other duties as assigned.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

*Analytical - Synthesizes complex or diverse information; Designs work flows and procedures.*

*Design - Generates creative solutions; Demonstrates attention to detail.*

*Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.*

*Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.*

*Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.*

*Customer Service - Manages difficult or emotional customer situations; Meets commitments.*

*Interpersonal - Remains open to others' ideas and tries new things.*

*Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.*

*Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.*

*Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.*

*Change Management - Communicates changes effectively; Builds commitment and overcomes resistance.*

*Delegation - Delegates work assignments; Gives authority to work independently; Sets expectations and monitors delegated activities.*

*Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Develops subordinates' skills and encourages growth; Continually works to improve supervisory skills.*

*Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.*

*Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.*

*Business Acumen - Aligns work with strategic goals.*

*Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.*

*Diversity - Promotes a harassment-free environment.*

*Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.*

*Organizational Support - Follows policies and procedures; Supports organization's goals and values.*

*Strategic Thinking - Develops strategies to achieve organizational goals.*

*Innovation - Displays original thinking and creativity; Generates suggestions for improving work; Develops innovative approaches and ideas.*

*Judgment - Displays willingness to make decisions; Makes timely decisions.*

*Planning/Organizing - Prioritizes and plans work activities; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.*

*Professionalism - Approaches others in a tactful manner; Reacts well under pressure.*

*Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Uses equipment and materials properly.*

**Education/Experience:** Bachelor's Degree in a related field from an accredited college or university and a minimum of five (5) years of progressively responsible experience in public works and/or community development operations, including two years of lead/supervisory experience. Equivalent combinations of education and experience may be considered.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

**Math Ability:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office word processing software including Excel; USTI, Asyst accounting software; Inventory software and Internet Explorer and Outlook.

**Certificates and Licenses:**

- Colorado Class B CDL Driver License; Colorado Class A CDL Driver License preferred.
- Possession of, or ability to obtain, First Aid and CPR certifications within six months of employment.
- Possession of, or the ability to obtain, a State of Colorado Class 2 Water Distribution Certificate highly desirable.

**Supervisory Responsibilities:**

Manages one subordinate supervisor who supervises a total of six employees in the Public Works and Community Development. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment is primarily indoors with some outdoor activities. Work may require frequent exposure to adverse environmental conditions and a wide variety of potential safety hazards. The employee is occasionally exposed to wet or humid conditions, vibration and street traffic and unlevel and slippery surfaces. Materials and chemicals may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to work in confined space, works near moving mechanical parts, climb ladders, use power and noise producing tools and equipment, and work in heavy vehicle traffic conditions. The employee may be

exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment ranges from quiet to frequently loud.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach, grip, talk, hear, see, perform repetitive movements and demonstrate manual dexterity. The position requires both near and far vision for completing computer work, inspecting work and operating equipment as needed. The employee is also required to twist, turn, kneel, bend, stoop, squat, crouch, climb, as well as lift, carry and push/pull tools, equipment and supplies weighing up to 95 pounds.