



## TOWN OF HUDSON

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[www.hudsoncolorado.org](http://www.hudsoncolorado.org)

### **Public Works Director**

**FLSA Status: Exempt**

**Immediate Supervisor: Town Manager**

#### **General Statement of Duties**

Provides leadership and directs the activities of the Town's public works, which includes streets/general public works, water and wastewater utilities infrastructure, parks & trails maintenance, wastewater treatment plant and public buildings. Position is responsible for the planning, design, construction, repair and maintenance of town infrastructure and related services in compliance with state and federal regulations and the policies established by the Town Council. The position involves leadership and project management skills, technical and administrative tasks, customer service, and many ad hoc duties.

This is a senior management level position that serves as a member of the Town's executive staff and leadership team responsible for the overall provision of services to the citizens of Hudson as provided in policy direction from the Town Council.

#### **Essential Job Functions and Responsibilities**

*(The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Hudson retains the right to modify or change the essential duties and additional functions of the job at any time without notice. Examples of duties are not intended to be all inclusive or restrictive.)*

- Demonstrates positive attitude, mutual support, initiative, professionalism, courtesy, and tact in all interactions with the public and with other employees.

- With direction from the Town Manager, plan, organize and oversee activities and operations of the Public Works Department.
- Supervise Public Works employees. Conduct performance reviews of supervised employees and be responsible for making recommendations to the Town Manager regarding hiring, disciplining, and discharging supervised employees.
- Coordinate with the Town's contracted Engineer on technical matters.
- Monitor activities of the Public Works Department with respect to budget.
- Reports to and advises the Town Manager on public works issues and policies, and the status of department activities. Keep Town Manager advised of problems and complaints from the public, and responses taken or recommended.
- Advise the Town Manager in the preparation of the public works components of the Town's annual budget.
- Manages maintenance practices and a variety of projects; evaluates alternatives, prepares or reviews cost estimates, preliminary and final designs, bid documents, and contracts; assigns personnel; monitors compliance with engineering principles, Town standards and related specifications.
- Manage inventories of parts and tools, and ensures that tools, equipment, and facilities of the Public Works Department are secure and well-maintained.
- Perform research and make recommendations regarding purchases of materials, equipment, and services.
- Perform all duties and assume all responsibilities of the state-licensed operator of the Town's water and wastewater systems.
- Participate in and make recommendations regarding plans for construction, expansion, and relocation of facilities.
- Responsible for the timely and correct performance of various required water and wastewater quality tests and flow reports and required periodic reporting.
- Works closely with regulatory agencies.
- Performs general labor and maintenance tasks, and related work as needed and required.
- Attends occasional after-hours meetings as required, including twice monthly Town Council meetings.
- Operate equipment, including trucks, snowplows, back-hoes, motor graders, compressors, and other related equipment.
- Maintenance and repair of Town streets, alleys, and drainage facilities.
- Supervise and participate as needed in the timely repair of utility line breaks.
- Participate as needed in "on call" rotation for after-hours utility maintenance.
- Ensure department employees learn and observe appropriate safety procedures as adopted in the Town of Hudson Safety Policy/Responsibility/Rules Manual.

- Perform related duties as assigned. Recommends / writes policies; designs and implements efficient, safe, and effective work procedures.
- Develops plans for future needs of the department and Town infrastructure; prepares long-term capital plans for area of responsibility.
- Directs routine maintenance activities, including snow and ice removal operations, patching and other repairs.
- Attends training sessions and conferences to keep abreast of current technologies and trends in the field.
- Completes required training and complies with administrative and financial policies and procedures including, but not limited to, safety standards, NIMS, human resources, payroll, purchasing, and budget controls.
- Other tasks as assigned.

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

- Experience in the design, construction and maintenance of streets, sidewalks, bridges, buildings, drainage structures, water distribution, sewer collection and treatment plants. Familiarity with architectural and engineering drawings.
- 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.
- Working knowledge of common hazards and safety precautions necessary for public works operations.
- Proficient in use of personal computers; familiar with GIS / GPS technology as well as the Microsoft suite of office products (Word, Excel, PowerPoint), email and electronic calendars.
- Fundamental understanding of the operation of SCADA systems.
- Working knowledge of all vehicles and equipment used by the department.
- Financial acumen, including the ability to perform cost/benefit analyses, weigh alternatives and manage budgets.
- Ability to effectively present information and respond to questions from elected and appointed boards, developers, professional consultants, and the general public.
- Ability to resolve conflicts and to foster an atmosphere of teamwork, cooperation, accountability, and responsibility.
- Ability to establish and maintain effective working relationships with other agencies, contractors, and the general public.
- Ability to comprehend and apply the Hudson Municipal Code and departmental policies and procedures.

**EDUCATION, CERTIFICATIONS AND EXPERIENCE:**

Graduation from a four-year college or university with major course work in civil engineering, construction management or a related field and over five (5) years of progressively responsible experience in public works, including water, wastewater treatment operations and including managerial experience. Valid Colorado driver’s license with a good driving record. Ability to obtain certifications through Colorado Water and Wastewater Facility Operators Certification Board.

**OR**

Any equivalent combination of education, training and experience that can fully demonstrate all competencies demanded by the position.

**PREFERRED EXPERIENCE:**

- Licensed professional engineer
- Class “B” water and Class “B” wastewater licenses
- Possession of valid Colorado CDL Class B driver’s license

**ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

While performing the duties of this job, the employee occasionally works in high, precarious, or confined places. The employee regularly works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is usually moderate.

Must be able to exert up to 100 pounds of force occasionally and/or up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures.

Specific sensory requirements include close, distance and peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with arms and hands; speak and hear. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

Rotating “on-call” assignments are a requirement of the position.