



PUBLIC WORKS DIRECTOR TOWN ENGINEER

Hiring Salary Range:

\$97K-\$132K

SUMMARY OF POSITION

The Town of Timnath currently contracts with an Engineering Firm to provide it's Public Works Director and Town Engineer services. The Town intends to hire an experienced engineer who can work with the contracted personnel and over time learn all aspects of the positions as well as present and historical information regarding the Town's infrastructure and operations. This role will provide leadership and strategic oversight of the Town's infrastructure and buildings. Establishes and enforces department goals and policies, manages budget, and represents the department to the Town Council, outside agencies, and the public.

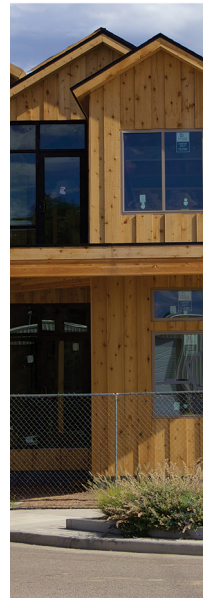
EDUCATION AND EXPERIENCE

- Bachelor's Degree in Civil Engineering.
- 15 years of progressively responsible experience in related field; Minimum 5 years in management, administration and project management.
- Colorado Professional Engineer (PE) license required.
- Valid Colorado driver's license and a clear or acceptable MVR



RESPONSIBILITIES

- Provide recommendations and assistance to the Town Council, Planning Commission, Town Manager and other staff on development, planning, engineering, and public works issues.
- Assist citizens with concerns and respond to questions regarding the physical improvements to the Town.
- Coordinate the design, bidding and construction management of the Town's Capital Improvement Projects.
- Coordinate the review of plans and issue permits for all work within Town rights-of-way and Town-owned property.
- Coordinate the traffic signal and signage maintenance, operations, and construction throughout the Town.
- Maintain the real property assets of the Town and recommend actions relative to improvements and major maintenance/repair work to the real property of the Town.
- Attend all staff, Planning Commission and Town Council meetings and work sessions as required by the Town Manager.
- Supervise public works and engineering staff including coordinating their work program, conducting performance evaluations and general supervision.
- Serve as a 24-hour emergency contact for Larimer County Sheriff's Department, Timnath Police Department, City of Fort Collins Public Works Department, Larimer County Streets Department, and others as assigned by Town Manager.
- Serve as emergency contact for all Town emergencies.
- Flood plain Administrator.
- Assists in annual budget preparation; monitors expenditures in the Engineering and Public Works activities; determines equipment, personnel, and materials needs for the Engineering and Public Works activities; Prepares the Town's Capital Improvement Plan in consultation with the Town Manager, Finance Director and others.
- Prepare Town resolutions and Town ordinances and Town Council communications as may be required.
- Coordinates engineering-related activities with the other Town departments and outside agencies; works closely with other departments in carrying out engineering functions for the Town; participate with Town staff and outside agencies in the review of development activities and Town projects; provide staff support to the other Town departments as needed and/ or directed.
- Assists with the selection and supervision of contracted professional engineers for specialized engineering work, such as geotechnical and traffic professionals and assist with the administration of professional service contracts.
- Participates in the long- and short-term planning activities of the Town.
- Provides monthly reports to the Town Council on Public Works and Engineering activities and issues.
- This list is not meant to be an all-inclusive list of duties.





COMPENSATION

The hiring salary range for this position is **\$97,375 - \$131,948**
The annual salary range for this position is **\$97,375 - \$150,798**

In addition, the following benefits are offered: medical, dental, vision, voluntary life, AD&D, and supplemental accident insurance.

The Town pays 100% of employee medical coverage, 90% employee and spouse, 90% employee and child/children, and 80% employee and family.

An Employee Assistance Program is provided at no cost to employees. Retirement benefits customary to the position are offered through COPERA (mandatory) and Mission Square (optional).

The Town offers education reimbursement plans and a cafeteria plan for employees. This position enjoys paid vacation, personal leave, and eleven paid holidays.

Relocation assistance is subject to negotiation.

Please do not hesitate to contact Hope Bernstein if you have any questions regarding this position or the recruitment process.

HOPE BERNSTEIN, aPHR

HR Generalist

Town of Timnath

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