



PUBLIC WORKS DIRECTOR

May 10th, 2023

Annual Salary: \$97K-\$151K

ABOUT TIMNATH, COLORADO

Discover Timnath, Colorado—an expanding, family-friendly haven nestled at the foothills of the Rockies. With a population of over 9,200, Timnath offers the best of both worlds: small-town charm with big-city access. Adventure awaits with nearby outdoor activities, parks, and the stunning Rocky Mountain National Park. Our top-rated schools, exceptional medical facilities, and thriving local businesses make Timnath the perfect place to call home. Plus, Denver's vibrant city life and airport are just an hour away!

Join us in Timnath, where community meets opportunity. For more info, visit timnath.org.

SUMMARY OF POSITION

The Town of Timnath currently contracts with an Engineering Firm to provide its 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 the budget, and represents the department to the Town Council, outside agencies, and the public.



IDEAL CANDIDATE

As Timnath's Public Works Director and Town Engineer, you'll be more than a leader. You'll work hands-on with our skilled teams, fostering a collaborative and problem-solving culture. Communication is key, as you'll engage with everyone from the Town Council to residents. The ideal candidate is a continuous learner with integrity, respect, and a passion for innovation. Your responsibilities will span from building maintenance to capital projects as you shape the future of our beloved town.

Must be ready and able to get your hands dirty, working side by side with those you'll lead. While the director may rarely or less frequently perform all services crews perform daily, she/he is expected to periodically join the crews to understand better and appreciate the services and needs of the department, but also earn respect and rapport with the team.

The Director must be an enabler who wants to continue the department's collaborative work environment focused on solving problems. Collaboration within the department, with other Town departments, and with partner agencies have been and will be key to the success of the department, and the director plays a critical leadership role in this.

The Director must have a sound understanding of the Council-Manager role of government and a knack for working with people of all backgrounds, skill sets, and education levels. While the work the Director oversees is technical in nature, she/he will be skilled at communicating in a way anyone can easily understand.

The Director must have proven experience and understanding in navigating the roles of directing, coaching, supporting, delegating, and training effectively and in the right situations. The ideal candidate is one who values continuous improvement and continuous learning while effectively implementing improvements with the buy-in of those she/he leads.

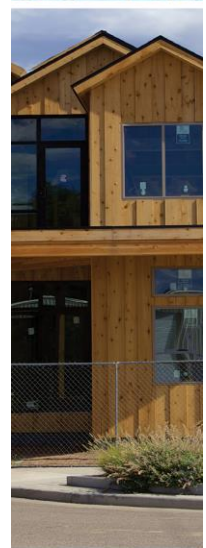
Values sought in the Director include a high degree of integrity and ethical behavior, showing respect for others no matter the circumstance, supporting work-life harmony with themselves and those they lead, having fun at work while accomplishing priorities, keen attention to detail, leading in a team approach, willing to try new things through calculated risk-taking, views innovation as simplicity and necessary, goes above and beyond to preserve transparency and is authentic and trustworthy, leading by example. and passionate about the law and the Town of Timnath.

QUALIFICATIONS

- Techniques, practices, materials, and procedures used in the design, maintenance, repair, and construction of water and sanitary sewer infrastructure, storm sewer systems, streets and alleys, and City buildings and facilities
- The Manual on Uniform Traffic Control Devices

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Civil Engineering
- 7-10 years of progressively responsible experience in related fields
- 5 years in management, administration, and project management
- An equivalent combination of education, training, and relevant job experience may be substituted
- Colorado Professional Engineer (PE) license preferred
- Valid Colorado driver's license

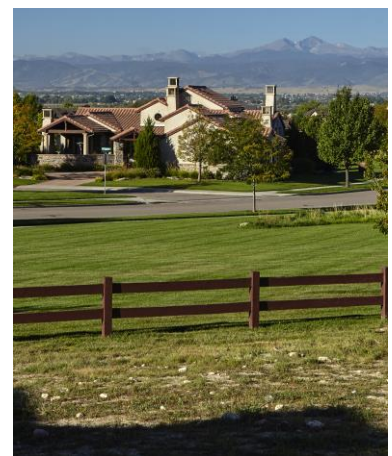




RESPONSIBILITIES

As Timnath's Public Works Director, you'll play a vital role in shaping our Town's future. Your responsibilities include:

- Provide recommendations and assistance to the Town Council, Planning Commission, Town Manager, and other staff on development, planning, engineering, and public works issues
- Helping citizens with inquiries, concerns, respond to questions, and enhancing our Town's physical landscape
- Overseeing building maintenance, road repairs, and capital improvements
- Reviewing development plans and managing construction projects
- Issuing permits for work on town property
- Attend key meetings
- Serving as Floodplain Administrator and reporting to Town Council regarding the physical improvements to the Town
- Acts as the Town's director for building maintenance, repairs and capital improvements, road maintenance, snow removal, and repair of streets, storm drainage, and open space
- Review and comment on Development Plans processed through 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
- Attend all staff, Planning Commission, and Town Council meetings and work sessions as required by the Town Manager
- Supervise a talented public works and engineering team, including coordinating their work program, conducting performance evaluations, and general supervision
- 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 **\$97,000 - \$132,000**
The annual salary range for this position is **\$97,000 - \$151,000**

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).

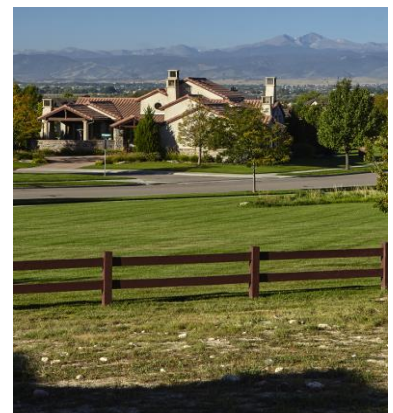
The Town offers education reimbursement plans and a cafeteria plan for employees. This position enjoys paid vacation, sick leave, and paid holidays.

Relocation assistance is subject to negotiation.

To apply please submit cover letter with resume to:

hbernstein@timnathgov.com.

Must pass post offer background screening and hold a valid driver license.



HOPE BERNSTEIN, aPHR

HR Generalist

Town of Timnath

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