

JOB TITLE: Public Works Director
DEPARTMENT: PUBLIC WORKS
REPORTS TO: TOWN MANAGER
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: \$50,000 - \$70,000

Summary:

The Public Works Director is responsible for planning, directing, managing, and administering all the Town's public works in accordance with current professional standards, best practices, and applicable laws and regulations.

The Public Works Director is responsible for the comprehensive management and oversight of all Town streets, sidewalks, public rights-of-way, maintenance equipment, property and sanitation services. This includes direct supervision of staff and hands-on labor to ensure timely and satisfactory completion of tasks. Responsibilities include snow plowing, drainage maintenance, signage upkeep, vehicle and equipment maintenance, Town buildings and property maintenance (including Town owned cemetery and airport), special projects, flagging and Town trash cleanup. The Public Works department works in an intertwined collaboration with the Water, Wastewater and Parks & Rec Departments. The Public Works Director also works closely with the Town Manager for planning and budgeting large-scale projects and ensures compliance with State and Federal regulations.

DUTIES AND RESPONSIBILITIES include the following:

- Represent the Town of Akron with a professional, courteous, and positive attitude.
 - Plan, organize, schedule, and direct the work of Public Works Department personnel.
 - Develop and manage the department's annual operating and capital budget; create 5-year infrastructure plans.
 - Supervise maintenance and repair of streets, alleys, sidewalks, snow removal, street sweeping, traffic control, storm water, water distribution and wastewater collection, including associated rights-of-ways.
 - Ensure compliance with Financial Operations Policies and OSHA requirements; prepare Material Safety Data Sheets.
 - Screen applicants, recommend hiring, take disciplinary action, and ensure employee certification maintenance.
 - Collaborate with technical consultants for infrastructure needs and review right-of-way permit applications.
 - Respond to citizen complaints regarding Town streets and facilities, directing corrective actions.
 - Maintain and supervise care of Department tools and equipment; ensure daily and weekly operator servicing.
 - Develop and execute traffic control plans for work zones and special events.
 - Promote community relations through visibility and interaction.
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- Prepare and submit periodic reports to state agencies and apply for grants.
- Support Water/Wastewater ORC for regulatory compliance in water production, distribution, and treatment.
- Develop work plans, schedules, and coordinate training; evaluate employee performance.
- Recommend infrastructure upgrades and repairs based on community needs.
- Respond to after-hours emergencies and take appropriate action.
- Attend Town Council and other administrative meetings; keep Town Manager informed of major issues.
- Represent the Town in interactions with the public, employees, and other officials.
- Participate in the safety program, adhere to safety policies, and conduct safety-related training.
- Evaluate employee performance, counsel on deficiencies, and ensure policy compliance.
- Coordinate with Parks and Rec Director for seasonal tasks; manage employee hours, approve timesheets, and handle personnel-related activities.
- Communicate staffing, purchasing, and project needs with the Town Manager.
- Manage safety and driving logs; schedule maintenance for Town structures and infrastructure.
- Ensure maintenance of fleet vehicles and heavy equipment; enforce operating procedures for safety.
- Inspect completed work for specification compliance; manage supplies and tools inventory.
- Perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Town Manager.
- Exercises direct supervision over Public Works full-time and seasonal staff and works in conjunction and coordination with other supervisor level positions.

SUPERVISORY RESPONSIBILITIES

- Directly supervises a diverse department of full-time and seasonal employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Helps coordinate and project manage capital and maintenance improvement projects.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Must obtain and maintain a class B commercial driver's license and required medical card.
 - Clean driving record and ability to pass a background check.
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- Ability to perform manual labor, lift at least 80 pounds, and work in various weather conditions.
- Experience operating heavy equipment and driving in adverse conditions.
- Mechanic and welding skills are preferred.
- Four years of municipal experience in public works, including water/wastewater management and street maintenance.
- Two years of supervisory experience.

Skills and Knowledge

- Knowledge of applicable laws, codes, regulations, and Town policies.
- Understanding of best practices for managing public works operations.
- Strong interpersonal, organizational, and communication skills.
- Ability to develop and maintain effective working relationships.
- Problem-solving, decision-making, and project management skills.
- Proficiency in Microsoft Office, Google Workspace and relevant software.
- Knowledge of modern principles and practices of public works administration and technical civil engineering.

Work Context

- Duties are performed both indoors and outdoors in varying weather conditions.
- Exposure to mechanical, electrical, and environmental hazards.
- Requires physical exertion, including climbing, bending, lifting, and working in confined spaces.
- Subject to 24-hour call back for emergencies.

SPECIAL REQUIREMENTS

- Must have and maintain a Colorado Driver's License and must be eligible as a driver according to the Town's driving guidelines in the Employee Handbook.
- Must obtain a Class B CDL and American Red Cross CPR qualified within 6 months of hire.

PHYSICAL REQUIREMENTS:

- Ability to perform moderate/heavy physical work and to lift and carry up to 75 pounds; and occasionally 100 pounds.
- Ability to stand, walk, sit, kneel, squat and perform a variety of similar body movements.
- Possesses hand/eye/foot coordination adequate to use computer and electronic controls and operate a vehicle/machinery.
- Ability to talk and hear in person, by telephone and two-way radio.
- Ability to see, read, understand, and interpret instruction manuals, professional journals, plans and specifications, materials, gauges, dials, prints, and sketches.

WORK ENVIRONMENT:

Work is performed in a balance between an office setting and field setting, although some is also performed outdoors in disagreeable weather. Hazards are involved in exposure to traffic, water and sewer ditch potential cave-ins, and working around equipment and trucks.

Hours

- Typically, 40+ hours per week with variable schedules.
- Snow days require early morning starts and extended hours.
- On-call weekend coverage approximately once every 7-10 weeks.

Typical Tasks

- Maintain employee morale and productivity.
- Develop annual budgets with monthly project recommendations.
- Prepare service estimates and maintain project budgets.
- Schedule work based on priorities, crew, equipment availability, and weather conditions.
- Manage maintenance requests and work orders.
- Oversee the maintenance of all Town streets, sidewalks, drainage and public rights-of-way.
- Ensure ongoing maintenance and repairs of vehicles and equipment.
- Order corrective work and recommend procedural changes.
- Investigate work-related complaints and recommend responses.

Environmental and Physical Conditions

- Exposure to varying weather, biohazards, and traffic hazards.
- Physical capability to hear, speak, see, and communicate effectively.
- Requires repetitive movements, standing, and handling of tools and equipment.

Certificates, Licenses, and Registrations

- Must possess or be able to obtain a valid Colorado Driver's License.
- Subject to drug and alcohol testing per the Town's Substance Abuse and Testing Policy.
- This role requires a dynamic individual capable of balancing administrative tasks with hands-on fieldwork, maintaining high standards of safety and efficiency, and fostering a positive team environment.