



TOWN OF RIDGWAY EMPLOYMENT OPPORTUNITY
FULL-TIME PUBLIC WORKS/ PARKS MANAGER

The Town of Ridgway is advertising for a full-time position with great benefits for an experienced and skilled **Public Works/ Parks Manager**. It is a very exciting time for the Ridgway Community and working in Town Hall affords numerous and rewarding opportunities for professional and personal growth for the right individual. This is a full-time employee position, with health, dental, vision, life, retirement, vacation and personal time benefits. Wellness benefits are also available in 2017. Experience in local government, personnel management, and public works is required. Salary Range is \$60,000 – \$70,000.

Details for the position, including job description, salary and benefits, are found at the Town of Ridgway website www.town.ridgway.co.us.

Submit application and resume to the Ridgway Town Clerk at pkraft@town.ridgway.co.us.

The position will remain open until filled.

The Town of Ridgway is an equal opportunity employer.



**TOWN OF RIDGWAY EMPLOYMENT OPPORTUNITY
FULL-TIME PUBLIC WORKS/ PARKS MANAGER
GENERAL DESCRIPTION, 2017 PLAN, SALARY, BENEFITS and CONTACT INFORMATION**

The Town of Ridgway is searching for candidates interested in a full-time position as **Town Public Works / Parks Manager**. This position is under the general direction and supervision of the Ridgway Town Manager and will consist of working a minimum of 40 hours per week.

The successful applicant is self-motivated, dedicated, driven, experienced and knowledgeable in land use planning for a small, local government. The candidate shall have the ability to perform independently at a high level and work exceptionally well in a team and community-focused environment.

The Public Works/ Parks Manager performs a variety of professional and technical duties related to managing Public Works and Parks employees, organizing, coordinating, and implementing work plans and programs. In the next couple of years the Town will embark on major planning projects including Capital Investments Planning and Strategic Planning, under the direction of the Public Works/ Parks Manager.

The Town of Ridgway is at a critical juncture in growth and land use development. The Public Works/Parks Manager is a critical part of the Town Hall Leadership Team and will be an integral part of the Town's success.

Please refer to the full job description for a comprehensive description of essential functions, minimum and special qualifications, and work environment. The Public Works/ Parks Manager will perform a variety of duties and responsibilities. Specifically, in 2017 the special projects work plan for this position includes the following:

- Infrastructure:
 - Community Garden implementation (*GOCO grant management, volunteer management, bidding for design and construction, oversight of Public Works infrastructure*)
- Training
 - Leadership Training: Succession Planning and Performance Review Process
- Programs:
 - Implementation and continued development of GIS Asset Management Database for utilities and GIS community tree inventory coordination with contractor and Colorado State Forestry office
 - Further develop Adopt a Park program with community volunteers
 - Manage and oversee Memorial Donations pursuant to 2016 policy



- Mosquito Plan: budget and priorities – meet with Ouray County and Colorado State Parks on 2017 plan and budget
- Noxious weed management – including revegetation progress at Lake Otonowanda (the Town’s municipal reservoir)
- Inventory and clean out Public Works Hut and Yard
- Policy:
 - Backflow Prevention Implementation/ Roll Out of Cross Connect Ordinance
 - Bear proof containers policy
 - Grease Trap Regulations – coordinate with Plant Operations and Building Inspector
 - Shared Water Tap ordinance
- Planning and Permitting:
 - Energy and water use tracking for utilities and facilities, including conservation initiatives (eg: parks irrigation schedule) and community outreach
 - Parks permitting and management/ scheduling of staff
 - Water Plant: Siemens Maintenance Plan
 - Coordinate with Town Engineer on Capital Investments Plan for utilities systems and town infrastructure; Manage DoLA Planning Grant
- Committees and Boards:
 - Parks Committee (continued development and management of volunteer committee)
 - Ouray County Transit Representative

The ability to problem-solve and to function in a collective, team environment with other Town employees will be critical to the success and enjoyment of this position.

This is a full-time employee position, with health, dental, vision, life, retirement, vacation and personal time benefits. Wellness Program benefits are offered in 2017, and subject to annual funding by the Town Council. An annual salary of \$60-70,000 is offered, depending on qualifications and experience. The job application and job description for the position are found at the Town of Ridgway website www.town.ridgway.co.us.

Please submit a completed application, letter of interest and resume to the Ridgway Town Clerk P.O. Box 10, Ridgway, CO 81432 or email to pkraft@town.ridgway.co.us. The position will remain open until filled.

The Town of Ridgway is an equal opportunity employer.

Thank you for your interest in joining our team and working with our community.



Town of Ridgway

Job Description

Title:	Public Works / Parks Manager	Code:	
Division:	Administration	Effective Date:	05/2017
Department:	Public Works / Parks	Last Revised:	

GENERAL PURPOSE

Performs a variety of **managerial and operational duties** related to planning, organizing, and managing a Town Public Works and Parks program, including water and wastewater utilities and infrastructure, fleet, streets, storm water drainage, parks, trails, open spaces and town facilities. Manages and oversees day to day public works and parks activities and annual priorities.

SUPERVISION RECEIVED

Works under the general supervision, direction and broad policy guidance of the Town Manager.

SUPERVISION EXERCISED

Provides general supervision to Town Engineer, Utility Maintenance Operators, Parks Maintenance Workers, Temporary, Seasonal and Part-time laborers, and Parks & Trails volunteers.

ESSENTIAL FUNCTIONS

Manager - Serves as a member of the executive management and leadership team; participates in the ongoing strategic planning process of the town; assumes a leadership role in developing project planning, scheduling and control; recommends/writes policies; designs and implements efficient, safe, and effective work procedures; prepares and submits reports as needed to the Town Manager regarding department activities; monitors and communicates department needs to the Town Manager.

Personnel Management - Hires, trains, schedules, motivates, evaluates, disciplines, and directs the work of department staff; initiates and coordinates with the Town Manager regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; provides access for training and seminars to staff to assure desired work quality, efficiency, and effectiveness.

Capital Planning – Analyzes, evaluates, monitors and forecasts the Town’s needs for: parks, recreation, trails, open spaces, streets, storm water drainage, water and wastewater facility needs, maintenance and improvements; works with the Town Manager to develop and design a capital improvement plan; oversees capital improvement projects related to Public Works and Parks; completes and files audit documentation to meet liability insurance requirements and good practices for facilities maintenance; evaluates and forecasts future needs of the Town’s parks, recreation, facilities streets, water and wastewater facility needs.

Day to Day Maintenance - Oversees the day-to-day operations, activities and maintenance needs of the Public Works/Parks Department including: water, wastewater, streets, sidewalks, storm water drainage, parks, irrigation systems, trails, open spaces and recreation facilities, buildings and facilities; directs routine maintenance activities, including snow and ice removal operations, parks, streets and storm water drainage maintenance.

Budgeting - Develops and recommends departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; develops bid specifications for projects, coordinates bid processing and awards with the Town Clerk; responsible for ordering materials and supplies within budget allowances and maintains an inventory sufficient to expedite projects; works closely with other department heads for various projects and budget compliance;

prepares grant applications, administers grant funds and prepares various grantor reports; develops funding packages and provides information and resources to secure funding for priority projects.

Special Projects - Evaluates alternatives, prepares and reviews cost estimates, reviews preliminary and final designs, develops and publishes bid documents; administers contracts; assigns personnel to special projects; monitors compliance with engineering principles, good practices, Town standards, and related specifications.

Safety - Plans, organizes, directs and implements department safety program as needed to comply with federal, state, town safety standards and good practices; monitors department safety practices; leads crew safety meetings and ensures that employee safety is a priority at all times; responsible for the safety and welfare of the public rights-of-way and utility infrastructure.

Utilities - Oversees the operation and maintenance of the water treatment and distribution system and related facilities and the wastewater collection system and treatment plant; acts as a liaison between regulatory agencies and the Town.

Parks, Trails and Open Spaces Committee (PTOS) - Organizes, oversees, and directs the Parks, Trails and Open Space (PT&OS) Committee and special initiatives and projects, attending and chairing regular evening meetings; Responsible for update and implementation of the Park, Trails and Open Space Master Plan; Reports to Town Manager and Town Council on progress of PTOS Master Plan implementation, inclusive of Adopt a Parks Program and Community Forest Management.

Weed and Pest Control Programs - Coordinates with Ouray County Weed and Pest Manager on noxious weed and pest management, including administration and oversight of the Town's Mosquito Control Program; Coordinates and communicates with Ridgway Reservoir Manager annually on the Mosquito Control Program for the Ridgway State Park.

Community Forestry Program – Plans, schedules and negotiates annual contracts with higher-level tree maintenance with independent contractor(s) and other government agencies.

Communications and Outreach – Plans and implements community outreach on public works and parks projects; responds to complaints and requests for service; Confers with other governmental agencies, departments, public officials, residents and community organizations regarding Public Works issues to achieve objectives of the department and the Town; Participates in public meetings and hearings as needed; solicits feedback and educates the public through media, reports, public meetings and presentations.

Permitting - coordinates with administrative staff on permit review and issuance for: use of parks and public property, encroachment permits and utility (water and sewer) taps.

Regulations and Reporting - Ensures compliance with state and federal regulations and the policies established by the Town Council; acts as a liaison between regulatory and funding agencies and the Town; Ensures compliance with all federal, state, and local environmental regulations; directs and controls actions related to regulatory permits and compliance issues associated with public works functions; preparation of contract drawings, specifications, and cost estimates for all Public Works construction and maintenance, and the supervision of such construction, including field inspection; ensures organization of and access to all necessary surveys, maps, Public Works plans, drawings, and other documents; files necessary Public Works-related reports with the State of Colorado; completes required training and complies with administrative and financial policies and procedures.

GIS Database Management - Manages and maintains, or oversees maintenance of, the Town's Public Works and Parks GIS management database and mapping system of infrastructure and community forestry throughout the Town; coordinates with surveying companies working within the Town; maintains and updates, in coordination with the Town Engineer, maps of the Town streets and utility systems.

Equipment Use - As needed, may be required to operate a variety of equipment such as mowers, weed whackers, sod cutters, chain saws, pruning equipment, backhoe, loader, snow plow, motor grader, dump truck, skid steer, trencher, aeration tractor, and various hand tools.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in engineering, management, construction management or related field;

AND

B. Five (5) years of experience in a Parks or Public Works or related department; and/or experience in the administration and management of, projects, infrastructure, and personnel necessary for the development and maintenance of public infrastructure systems;

AND

C. Five (5) recent years of direct experience with personnel management as a supervisor in a similar or related field;

OR

D. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Functional knowledge of: principles and practices of management and supervision, budgeting, public administration, statutory requirements of municipal infrastructure facilities and systems as they apply to OSHA, EPA guidelines, other pertinent Federal, State, and local laws, codes and regulations; principles of personnel management, prioritizing, and employee supervision; public works functions and administration; design, construction and maintenance of parks, recreation facilities, irrigation systems, building facilities and operations, streets, sidewalks, buildings, drainage structures, water distribution, sewer collection and water and wastewater treatment plants; common hazards and safety precautions necessary for parks and public works operations; maintenance of public records; construction and maintenance activities; municipal codes, rates and fee structures; governmental structure and municipal administration; reading and interpreting sketches, diagrams and blueprints; legal environment associated with public works and parks projects; current methods, principles and practices of water, sewer, storm water, road and street construction; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in public works.

Some knowledge of: basic civil engineering principles and practices; SCADA monitoring systems; EPA Clean Water Act, the Clean Water Act, the 1974 Safe Drinking Water Act as amended, the Colorado Primary Drinking Water Regulations; various State Department regulations, requirements and funding opportunities, including the Department of Public Health and Environment, Department of Transportation, Department of Local Affairs and others; political considerations and realities of a complex municipal environment; CAD and GIS/GPS technology and other relevant engineering software system(s).

Considerable skill in: the art of diplomacy, communications, managing and working with people, and cooperative problem solving; use of personal computers as well as the Microsoft suite of office products (Word, Excel, Outlook, PowerPoint), email and electronic calendars; customer service and public relations.

Ability to: listen; resolve conflicts and to foster an atmosphere of teamwork, cooperation, accountability and responsibility; comprehend and apply the Ridgway Municipal Code and departmental policies and procedures; read architectural and engineering drawings plan, direct, and integrate broad comprehensive public works and utilities programs and activities; analyze engineering and maintenance issues and problems; evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; perform cost/benefit analysis, weigh alternatives and manage budgets; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing parks and public works and utilities services; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the Town Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors, and others encountered in the course of work; attend weekend and evening meetings and respond to staff inquiries and requests after hours.

3. Special Qualifications:

Must possess a valid Colorado Driver's license with a good driving record. Possession of a valid Class B Colorado Commercial Driver's License (CDL) is desirable. If not currently certified, must be or become water and wastewater "Level D" operator and Level 1 minimum distribution and collection certified according to State licensing regulations. May be required to complete training on Urban Forestry and Noxious Weed Management.

4. Work Environment:

While performing the duties of this job, the employee may occasionally work in high, precarious, or confined places. The employee may work 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 may be moderate to high. May be required to exert up to 80 pounds of force occasionally and/or up to 45 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. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity are required. Performs essential functions in the public right-of-way and town properties. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily exposure to seasonal weather extremes and frequent local travel required in normal course of job performance. Required to wear protective safety gear and use safety equipment to protect against potential bio and other hazards possibly encountered during performance of maintenance activities.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Date _____

(Employee)

**APPLICATION
FOR EMPLOYMENT**

**Town of Ridgway
Post Office Box 10
Ridgway, CO 81432
(970)626-5308**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied for			Date of Application		
How Did You Learn About Us?					
Advertisement		Friend		Walk-In	
Website		Relative		Other	
Last Name		First Name		Middle Name	
Mailing Address		Physical Address		City	State
					Zip Code
Telephone Number(s)			Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever been employed with us before?

Yes No

If Yes, give date _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Seasonal Temporary
Check all that apply.

Do you possess a valid drivers license?

Yes No

License #: _____ State: _____ Exp. Date: _____

Do you possess a Commercial Drivers License (CDL)?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
Elementary School				
High School				
Undergraduate School				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. This section must be completed, even if resume is attached.

1. Employer	<u>Dates Employed</u>		DESCRIPTION OF DUTIES PERFORMED
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving or Seeking Other Employment			
May we contact this employer? Yes No			

2. Employer	<u>Dates Employed</u>		DESCRIPTION OF DUTIES PERFORMED
	From	To	
Address			
Telephone Number(s)	<u>Hourly Rate/Salary</u>		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

3. Employer	<u>Dates Employed</u>		DESCRIPTION OF DUTIES PERFORMED
	From	To	
Address			
Telephone Number(s)	<u>Hourly Rate/Salary</u>		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

4. Employer	<u>Dates Employed</u>		DESCRIPTION OF DUTIES PERFORMED
	From	To	
Address			
Telephone Number(s)	<u>Hourly Rate/Salary</u>		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

<p>List professional, trade, business or civic activities and offices held. <i>(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)</i></p> <hr/> <hr/>

ADDITIONAL INFORMATION

<p><u>Other Qualifications</u> <i>Summarize special job-related skills and qualifications acquired from employment or other experience.</i></p> <hr/> <hr/> <hr/>

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