



Town of Johnstown

JOHNSTOWN, COLORADO

JOB DESCRIPTION

JOB TITLE: Deputy Public Works Director

DEPARTMENT: Johnstown Public Works Department

FLSA Status: Exempt

Salary Range: \$73,362 - \$106,375

JOB SUMMARY:

Under the general direction of the Director of Public Works, the Deputy Director is responsible for the operations and maintenance of public works infrastructure (water distribution, wastewater collection, water & wastewater treatment, streets, and drainage). The Deputy Director provides informational support in the form of reports and presentations to the Director, Town Manager and the Town Council. The chosen candidate must be highly motivated and demonstrate customer service, efficiency, innovation and strong leadership skills.

ESSENTIAL DUTIES 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 Johnstown retains the right to modify or change the duties or essential functions of the job at any time.

- Manage department operations by providing leadership and guidance.
- Monitor and evaluate the efficiency and effectiveness of various procedures and methods and recommend improvements when necessary.
- Work closely with Plant ORC (Operator in Responsible Charge) and personnel for compliance with the Colorado Department of Public Health & Environment.
- Participate in the development and implementation of department goals and objectives.
- Evaluate and develop department standard operating procedures (SOP).
- Assist with development of departmental budgets by recommending appropriate staffing levels, forecasting additional funds, equipment, materials, contracts, and supplies.
- Supervise personnel by selecting and hiring new employees, coordinating training for department personnel, evaluating work performance, coaching employees, and recommending disciplinary action when necessary.
- Serve as the department liaison by meeting with residents, business owners, consulting engineers, contractors, vendors, outside organizations, other department managers, directors and Town Council; negotiate and resolve sensitive and controversial issues.

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- Participate in infrastructure master planning; assist in the development of water sewer, street, stormwater and emergency management plans.
- Assist the Development Services department with major infrastructure capital projects.
- Monitor the progress of the department's strategic objectives and assist with the implementation of Town Council's strategic plan.
- Assist with plan reviews for new development.
- Assist with contracts, Request for Proposals (RFP) and Bid documents.
- Operate computer and other office equipment.
- Act as the Director of Public Works in the absence of the Director.
- Perform other duties as required.

EXPERIENCE AND TRAINING:

Minimum Education: Bachelor's degree from an accredited college or university with major course work in engineering, Construction Management or public administration or a closely related field is desired but not required. As a substitute, 2 years of relevant management level experience may be substituted for each year of required education.

Must have a minimum of six (6) years progressively responsible work experience including three (3) years of general management and supervisory experience. Knowledge of Water and Wastewater plant operations.

Job Requirements: Valid Colorado Driver's License.

Language Skills: Ability to read, write and speak English fluently. Ability to respond to common inquiries or complaints from customers, regulatory agencies or authorities, or members of the local business community. Ability to create and present oral presentations to a variety of audiences including Town staff, the community and Town Council.

REPORTING RELATIONSHIPS:

This Position Reports to: Public Works Director

This Position has Supervisory and/or Management Responsibility for: All streets, parks, cemetery, water, wastewater, storm water and grounds maintenance employees through the Superintendents of Streets & Parks, Water/Wastewater and Fleet Services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Reading and interpreting plans, reports and budgetary documents.
- Following and maintaining safety standards.
- Closely following verbal and written instructions and procedures.
- Ability to establish and maintain an effective rapport with all levels of Town staff, Town management, Town officials, vendors, contractors, business organizations, professional organizations and the general public.
- Office procedures, methods, and equipment including computers and applicable software applications. Computer systems, interfaces, and data warehousing
- Knowledge of roadway and street construction, drainage, concrete and parks.
- Knowledge of water and wastewater plant operations.

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- Adhere to State and Federal laws and regulations governing water distribution, wastewater collection, and water & wastewater plant operations; including but not limited to Colorado Department of Public Health & Environment (CDPHE) standards.
- Ability to interpret a variety of instructions furnished by management in written, oral, diagram, or schedule form.

EQUIPMENT USED:

Standard office equipment—includes computers and peripherals, copy machine, fax, telephone, two-way radio, pager, calculator, and other related equipment. Also, may use/operate a variety of construction/maintenance/engineering instruments, tools, or equipment associated with this particular area of responsibility.

ENVIRONMENTAL CONDITIONS:

Approximately 50% of this position’s duties are performed in the external environment while the other 50% are performed in an indoor business office environment. The incumbent may be exposed to adverse weather conditions, odors, dust, mists and gases on a daily basis while carrying out the responsibilities of the job. May occasionally be exposed to toxic and/or caustic chemicals on a project site.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving walking 20% of the time, standing 20% of the time, and sitting 60% of the time.
- Ability to grasp and manipulate office and similar other tools and materials.
- Ability to lift or carry up to 25 lbs., and to push or pull up to 30 lbs.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of the situation and document the results.
- Ability to use a computer for extended periods of time.
- Ability to operate machinery, equipment, and vehicles.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.