



PUBLIC WORKS DIRECTOR

THE COMMUNITY

The City of Wheat Ridge is a community of nine square miles located immediately west of Denver with a population of 31,000 residents. This home rule city was incorporated in 1969, however, its rich heritage extends back to the 1800s. Wheat Ridge offers a mix of retail/commercial businesses and unique residential neighborhoods with easy access to the Denver metropolitan area.

Wheat Ridge embodies the deep roots of a City with a rich history and a strong sense of community. Its central location provides short commutes to major interstate highways, the majestic Rocky Mountains, and the amenities of the large metropolitan City of Denver, Colorado. With easy access from I-70, you can be skiing, hiking or participating in a wide range of internationally-acclaimed mountain sports in less than an hour.

Mission: Personalized service at a high standard of excellence creating a financially sustainable community. We protect lives and property, shape Wheat Ridge's future, enrich our citizens' lives and engage our citizens.



In 2017 LiveWell Colorado awarded Elite Status to the City of Wheat Ridge for its commitment to building a healthy community as part of its Healthy Eating and Active Living (HEAL) Cities & Towns campaign. The City sustains this effort and continues to offer special events, screenings, and education to its residents.

Wheat Ridge has 20 parks, four lakes, family friendly trails, and a 70,000 square foot recreation center. Check out <https://www.rootedinfun.com/> to learn more about the City's nationally accredited parks and recreation department.

Wheat Ridge is proud of its history and is celebrating its 50th year of incorporation in 2019. Numerous community events and celebrations are underway to bring this special community together in honor of this milestone. For more information on the history of Wheat Ridge view the video at <https://youtu.be/LtHbpVwTpCA>

GOVERNANCE & DEPARTMENT

The City of Wheat Ridge operates under a Council-Manager form of government. As a home-rule City, the Council is the governing body while the Manager is responsible for preparing the budget, directing operations and personnel management. City Council has eight members and an elected Mayor. The City is a limited service city. Water, fire, sanitation, trash and utilities are provided by other agencies.

The Public Works Department provides services to residents in the areas of engineering, fleet management, construction management, streets and storm sewers, and development review.

Public Works Mission Statement: We responsibly manage transportation and drainage facilities in a safe, efficient, innovative and environmentally responsible manner; utilizing our dedicated, highly skilled employees and partnerships to promote a high quality of life for the City and the public.

The Public Works Department has 31 employees and a General Fund operating budget of \$5.04 million and a Capital Improvement Program budget of \$15.8 million.

THE POSITION

In November of 2016, Wheat Ridge voters approved a ½ cent increase in the City's sales tax rate in order to fund \$33 million in investments that will improve transportation infrastructure, create opportunities for economic development, and enable additional "place-making" to attract those wanting to live in Wheat Ridge. The new sales tax rate went into effect on January 1, 2017 and will be in effect for a period of 12 years.

The four projects underway with funding from the sales tax increase include: improvements to Anderson Park and its facilities; installation of I-70 on/off ramps for the brand new Clear Creek Crossing mixed-use development; widening of Wadsworth Blvd. into an attractive corridor for multi-modal use; and improvements to public infrastructure and amenities to encourage economic development and transit opportunities at the Wheat Ridge • Ward Commuter Rail Station which just started operations on April 26, 2019.

The Public Works Director will take a leading role in the implementation of these projects. [More information can be found here.](#)

The Public Works Director will provide leadership to the department in all aspects of administrative, managerial and professional work. This position oversees the divisions of administration, engineering and operations. The successful candidate will actively participate as a member of the Executive Management Team and will assume duties of the City Manager as directed.

The Public Works Director will also be expected to perform the following duties:

- Plan, direct and coordinate the administrative and technical programs involved in the design and construction of all public works, including streets, sidewalks and drainage structures; establish policy for the Public Works Department; implement directives from City Manager.
- Develop the organizational structure, including lines of authority, responsibility and communications for the department in order to carry out policy and goals of the City; revise the organizational structure as required. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of team members; ensure team members comply with applicable occupational health and safety standards and department regulations regarding conduct and appearance.
- Establish policies, programs and projects for the department with the approval of the City Manager and within the policies of the City Council.
- Plan, in conjunction with consultants or team members, the design and construction of Public Works projects; review and analyze subdivisions and related private developments with the general public and developers.
- Plan, organize and direct the maintenance, repair and cleaning of City streets, rights of way and relating facilities, including storm drainage, alleys, gutters, parkways and miscellaneous non-park public property; supervise street lighting programs and installations.
- Direct and may participate in conducting of surveys for new Public Works projects and the improvement of existing facilities, the preparation of designs and plans, and the preparation of estimates and contracts.



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- Direct the inspection of all Public Works construction projects for adherence to approved plans and specifications, testing of construction materials in preparation of payments to contractors.
 - Prepare, administer, and implement annual department budget and exercise control over expenditures of budget and funds; develop and administer Capital Improvements Program and budget in cooperation with other City departments.
 - Prepare and submit reports as required to the City Manager regarding department activities; attend conferences and meetings to keep abreast of current trends in the field.

ACTION VALUES

Employees embody the City's **ACTION values** of Accountability, Change, Teamwork, Integrity, Opportunity and NOW! to which performance management, rewards, recognition and compensation strategies are aligned.

IDEAL CANDIDATE

The ideal candidate will be an innovative and driven leader accountable for setting the department's strategic vision and ensuring departmental goals are attained. This individual will lead the operations and engineering teams and will also project manage and engineer high level projects. The ideal candidate is a hands on manager who enjoys remaining close to the work. Excellent communication skills are needed in this role as well as a sense of excitement and passion for the profession.

Upcoming priorities for this position include:

- Oversee the completion of major projects including the widening of Wadsworth Boulevard (a state highway) and the construction of a new interchange on Interstate 70
- Develop the department into a cohesive, collaborative team
- Build new and strengthen existing relationships with other agencies and the community
- Achieve American Public Works Association accreditation for the department
- Mentor and coach department staff

EDUCATION AND EXPERIENCE

Evidence of qualification typically include a Bachelor's degree in Engineering or a closely related field and six years of increasingly responsible professional experience managing municipal public works. Experience developing and implementing operations or Capital Improvement Program budgets and a verifiable record of effective

cooperation with administration and fellow department heads are needed in this role. Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work is qualifying.

Possession of a current and valid Colorado Driver's license or ability to obtain within thirty (30) days from date of hire.

Possession of a Professional Engineer's License is strongly preferred with the ability to obtain a license in the State of Colorado within one (1) year from date of hire.

COMPENSATION AND BENEFITS

The starting salary range for this position is **\$113,600 to \$144,000** per year depending on qualifications and experience. The Director of Public Works classification currently has a salary grade maximum of \$176,200. The City provides a generous benefits program. For more information see the Benefits Guide at <https://www.ci.wheatridge.co.us/DocumentCenter/View/29840/Wheat-Ridge-Employee-Benefits-Guide-Final-2019>.

APPLICATION PROCEDURE

The final filing date is Monday, July 1, 2019. To be considered, please submit a detailed resume, cover letter, and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your resume should reflect both years **and** months with regard to the employment dates for current and prior positions held. Please submit your materials through the CPS HR website at: <https://secure.cpshr.us/escandidate/JobDetail?ID=463>



For additional information about this position please contact Teresa Webster at 916.471.3462 or twebster@cpshr.us