

# Town of Pagosa Springs



Public Works Director

Refreshingly Authentic



## Compensation & Benefits

The salary range for the Public Works Director is negotiable and will depend on the qualifications of the successful candidate. Minimum starting salary range will be \$75,000 to \$86,000 annual.

In addition, the Town offers a benefits package that includes:

### **Retirement:**

The Town offers a 401(a) Plan with a 7% match and an optional 457 Plan

### **Medical Insurance:**

Two medical plan options are available for employee and dependents

### **Dental and Vision Insurance:**

Available for employee and dependents

### **Life/AD&D Insurance:**

\$20,000 benefit for employee

### **Annual Leave:**

Annual leave starting at 23 days/year

### **Holidays:**

10 full-day holidays, 1 floating holiday (depending on hire date)

### **Other Benefits:**

Short Term Disability; EAP; Other Supplemental Insurance Plans

## The Town of Pagosa Springs

Pagosa Springs is located in the Colorado Sunbelt, just 35 miles north of the New Mexico border and along the Western Slope of the Continental Divide. The combination of high desert plateau and Rocky Mountains to the north and east of town creates an unusually mild climate. As a portal to the nearly 3 million acres of the San Juan National Forest and Weminuche Wilderness Area, Pagosa Springs is a doorway to four seasons of outdoor adventure which landed the Town in *Outdoor Magazine's* top 10 "Best Towns in America 2015".

With a population of 14,926 in the Town and surrounding Archuleta County, Pagosa Springs serves as host to area schools, government offices, commercial businesses, and parks. The community hosts visitors throughout the year who come to explore the rich geological and cultural history, attend special events, bike, ski, hunt, fish, hike, or just to enjoy the river that runs through town.

The Town is committed to providing outstanding services that enhance the quality of life for both citizens and visitors to our community.

## The Community

Archuleta County was created in 1885 with the Town of Pagosa Springs incorporated six years later in 1891. Pagosa derives its name from the hot springs located in the heart of town which the Utes called "Pah gosah" meaning "healing waters". Visitors from around the world come to enjoy Pagosa's hot springs, both at developed spas and the small pools located along the banks of the San Juan River.

With its roots in ranching, Pagosa has maintained a rich horse culture with the Red Ryder Rodeo and the thousands of acres of wilderness to explore on horseback. After dabbling in the lumber industry, Pagosa has settled on tourism and the service industries that support it as its primary source of income. Our population is an eclectic combination of retirees, the full time working class, telecommuters, part time residents (second homeowners), and visitors.

Whether you fly, drive, walk, or ride into Pagosa Springs, the raw natural beauty of the San Juan Mountains and the surrounding wilderness takes your breath away.

Pagosa's unique terrain challenges those who thrive in the outdoors and the community is expanding with businesses and amenities that support the outdoor lifestyle while maintaining the character that defines our community and its roots.

## IDEAL CANDIDATE

The ideal candidate will be detailed oriented with a well-developed knowledge in all areas of public works operations preferably with an engineering background. Proactive and innovative leadership will be essential.

Special Qualifications are as follows:

### Experience and Education

A bachelor's degree in civil engineering, public or business management, or closely related field plus seven (7) years of progressive management experience in public works or public utility operations, or an equivalent combination of education and/or experience that can be applied to fulfill the position expectations.

### Competencies and Characteristics

- Considerable knowledge of current materials, equipment, procedures and practices employed in bridge, street, sewer collection, repair, and maintenance.
- Capable of multi-tasking and prioritizing
- Has an eye for efficiencies of processes
- Strong interpersonal skills in engaging numerous stakeholders internal and external
- Possesses outstanding customer service skills, focuses on the highest quality of services and outcomes
- A person of professionalism and integrity who is resilient; owns a strong sense of ethics, both personally and professionally
- Accessible and responsive to the Council, Town staff and the community
- Has excellent communication skills; both oral and written
- Possess excellent computer skills and ability to learn and operate a variety of programs



## THE POSITION

Under policy direction of the Town Manager, the Public Works Director plans, organizes, directs and integrates the Town's public works and utilities activities and functions; provides expert professional assistance to Town management in areas of expertise including engineering, wastewater collection, geothermal, street maintenance, facilities management, project management, storm water and drainage, and fleet management.

- Through three division supervisors, manages the day-to-day operations of the Public Works Department. Divisions include Utilities Division, Facilities Division, and Streets Maintenance Division. The total staff in the department comprises a total of 12 full time and one seasonal employee.
- Plans, organizes, directs and oversees the administration of public works within the town including all aspects of construction, maintenance and repair of streets, wastewater collection, geothermal distribution, drainage structures and related public ways; monitors, reviews and approves design and work of contractors; updates and maintains standards for all street and signing projects.
- Works with division supervisors to oversee personnel; implement department policy and rules; inform personnel of new procedures and policy changes; conduct interviews, evaluate employee performance; discipline as necessary; organize and conduct department meetings; provide guidance as to project specifications, deadlines, standards and methods of operations; coordinate department training with division supervisors to include OSHA and CIRSA trainings.
- Prepares budget and revenue estimates; prepares projections of needs related to personnel, equipment and materials; predicts growth on existing systems, analyzes costs; directs expenditures of department funds and keeping of department records; formulates and implements plans for maintenance and orderly development; reviews equipment specifications; requisitions for the purchase of supplies and materials used in the construction, maintenance and repair of public works systems; ensures compliance with established fiscal guidelines and budgetary limitations; manages capital projects and adherence to long term capital plans.

# The Recruitment Process

To apply for this career opportunity, please access the Town's website and select *Employment*:

[www.pagosasprings.co.gov](http://www.pagosasprings.co.gov)

Applications are acknowledged within three business days.  
Contact the Human Resources Office at (970) 264-4151 x229 or email [hr@pagosasprings.co.gov](mailto:hr@pagosasprings.co.gov) for more information.

## Schedule

Closing Deadline	June 24, 2022 by 5:00 pm
Resume Review	June 27, 2022 to July 1, 2022
Interviews	July 6 to 8, 2022

These dates have been confirmed and it is recommended that you plan your calendar accordingly.



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## Town of Pagosa Springs

551 Hot Springs Blvd  
PO Box 1859

Pagosa Springs, CO 81147  
970.264.4151 phone  
970.264.4634 fax

[www.pagosasprings.co.gov](http://www.pagosasprings.co.gov)