



522 2nd Ave,
PO Box 367,
Hugo, Colorado
80821

TOWN OF HUGO, COLORADO JOB DESCRIPTION

Position Title: Public Works Director

Department: Public Works

FLSA Status: Exempt

Classification: Full-Time

Reports To: Town Clerk Administrator

Supervises: Public Works Department Staff and Hugo Municipal Swimming Pool Employees

Salary Range: \$55,000 - \$70,000

GENERAL PURPOSE

The Public Works Director performs professional, supervisory, and hands-on operational work in planning, organizing, and managing all municipal public works operations. Areas of responsibility include water distribution, wastewater collection, streets, drainage, parks, facility maintenance, fleet/equipment upkeep, and snow and ice control. The Public Works Director provides field leadership, oversees staff, manages contractors, maintains compliance with state and federal regulations, and ensures safe, efficient, and responsive delivery of public services to the residents of Hugo.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are illustrative of the essential duties of the position and are not intended to be all-inclusive. The Town of Hugo reserves the right to change, reassign, or combine job duties as necessary.

- Directs and supervises public works personnel in daily operations and long-term projects; monitors work for accuracy and quality; provides guidance, performance feedback, and mentoring.
- Oversees and performs tasks related to the operation, maintenance, and repair of the Town's water distribution and wastewater collection systems; conducts routine and emergency repairs, system inspections, and new installations.

- Conducts chemical and analytical testing of water and wastewater; adjusts processes and maintains treatment-related equipment in compliance with CDPHE and other regulatory agencies.
- Performs utility locating, leak detection, hydrant and valve maintenance, water meter installations, readings, and shut-offs.
- Plans and oversees maintenance of Town streets, sidewalks, and drainage systems, including grading, snow removal, patching, and signage.
- Supervises maintenance of Town parks and grounds, including mowing, weeding, tree trimming, and irrigation systems.
- Oversees facility and building maintenance for all Town properties; performs basic electrical, plumbing, carpentry, and janitorial tasks.
- Operates and trains others in the safe use of various types of light and heavy equipment, including dump trucks, backhoes, graders, sweepers, and snowplows.
- Manages vehicle and equipment preventive maintenance and repair schedules.
- Ensures compliance with applicable local, state, and federal safety, health, and environmental regulations.
- Supports the Town Clerk in preparing the Public Works budget and monitors expenditures.
- Investigates and resolves public complaints and concerns related to Public Works and the Hugo Municipal Swimming Pool.
- Acts as the Town's representative to external contractors, engineers, or agencies providing technical or construction services.
- Maintains availability for emergency callouts and ensures a 15-minute response time to the Town Maintenance Shop.

ADDITIONAL DUTIES

- Performs other related duties as assigned or required by the Town Clerk Administrator or Board of Trustees.

REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Minimum Qualifications:

- High School Diploma or equivalent.
- Minimum of four (4) years of experience in public works, construction trades, utilities, or closely related field.
- Demonstrated supervisory or crew leadership experience.

Licensing and Certifications (or ability to obtain within designated timeframe):

- Valid Colorado Class B CDL (obtain within 6 months).
- State of Colorado Class I Water Distribution and Class I Wastewater Collection Certifications (obtain within 1 year).
- Colorado Class “C” Water Treatment License (obtain within 1 year).
- Colorado Class “D” Wastewater License (obtain within 1 year).

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership, team-building, and delegation skills.
- Ability to communicate effectively with staff, Town leadership, contractors, and the public.
- Familiarity with budgeting, purchasing, and inventory tracking.
- Ability to read maps, blueprints, and utility system schematics.
- Proficiency in equipment maintenance and safe operation of heavy machinery.
- Knowledge of construction safety, traffic control procedures, and environmental compliance.
- Working knowledge of mechanical, plumbing, carpentry, and electrical repair techniques.
- Ability to troubleshoot problems and recommend or implement solutions independently.
- Familiarity with Colorado public works regulations and reporting requirements.

TOOLS AND EQUIPMENT USED

Includes but is not limited to: Backhoe, dump truck, grader, snowplow, sander, street sweeper, power/hand tools, lab and water testing equipment, utility locating tools, GIS mapping tools, and general office technology.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Work is performed both indoors and outdoors in all weather conditions, including extreme heat, cold, and inclement weather.
- May be exposed to loud noise, hazardous chemicals, confined spaces, fumes, dust, and mechanical hazards.
- Regular physical demands include walking, standing, stooping, kneeling, climbing ladders, and lifting or moving objects up to 100 lbs.
- Visual and auditory acuity sufficient for equipment operation, traffic awareness, and emergency response.

OTHER REQUIREMENTS

- Must reside within a reasonable commuting distance of the Town Maintenance Shop.
- Ability to respond to emergency situations outside of regular hours.
- Must maintain confidentiality and demonstrate sound judgment in decision-making.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Hugo is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or protected veteran status.

SIGNATURES

I have reviewed this job description and understand the duties and expectations described herein.

Employee Signature: _____ **Date:** _____