

Rico Board of Trustee's Memorandum

Date: May 28th, 2021

TO: Town of Rico Board of Trustees
FROM: Kari Distefano, Rico Town Manager
SUBJECT: Staff restructuring

As requested by the Board, I have included in this packet a copy of the Town Manager Search Criteria, the State Statute regarding town manager searches, a town manager job description, and a public works supervisor job description. I have also included Pat Drew's resume and cover letter.

The following are the Board of Trustee's dates of election and term expiration dates from Linda:

Barbara Betts	November 2018 – 2021
Stephen Roberts	November 2018 – 2021
Patrick Fallon	November 2018 – 2020
Joe Dillsworth	November 2019 – 2022
Sophia Kyriakakis	November 2017 – 2020
Nicole Pieterse	November 2019 – 2022

Rico's home rule charter, adopted in May 2000, sets forth the following rules regarding Board of Trustee's elections and terms:

The terms of office for the Trustees shall be three (3) years. There shall be no limitations on the number of terms which may be served. Two (2) representative Trustees shall be elected at each regular municipal election and the Mayor shall be elected every third year. At any election for Mayor, a Trustee whose term of office does not expire may run for Mayor without resigning his or her seat. If such Trustee is elected as Mayor, then the Trustee vacancy shall be filled by the person with the next highest number of votes after all other Trustee seats have been filled.

Whenever multiple Trustee seats of differing term duration are available then the seat with the longest term shall be filled by the candidate with the highest number of votes and so forth in descending order.

§ 2.4 VACANCIES

A Trustee seat shall become vacant whenever any member resigns, ceases to be a resident of the Town of Rico, dies, is incapacitated or is recalled. A Trustee who submits a resignation shall continue to serve until a replacement is appointed or elected. If a regular municipal election date is not within one hundred and twenty (120) days of the date of such vacancy, the Town Clerk shall promptly publish a notice inviting applications for the Trustee seat.

When three (3) or more vacancies exist simultaneously, the remaining Trustees shall, at the next regular meeting, call an election to fill such vacancies. If a regular election date does not occur within ninety (90), then a special election shall be held within sixty (60) days.

**RICO TOWN MANAGER SEARCH CRITERIA
2021**

The Search Committee recommends the following criteria for the Town Manager search/hiring process pursuant to Colorado's Sunshine law (CRS 24-6-402(3.5)¹):

- 1. *Job Search Goals***
 - a. Requirements and Job Description (must approve at public meeting)
 - b. Application deadline ___/___/21 (may be extended by Search Com.)
 - c. Time frame for hiring 2 to 4 months from application deadline as may be extended
 - d. Means of advertising/publication:
 - Emails to known potential candidates
 - Send email announcement via community Mail Chimp list
 - Town website
 - Post at Town Hall and Post Office kiosk
 - CML listing
 - Rico Bulletin Board Facebook page
 - Linked In
 - Newspaper classifieds (if Search Com. deems necessary)
 - e. Selection procedures:
 - Applicants to submit their materials to Town Clerk electronically by application deadline
 - Town Clerk to reply with form letter prepared by Search Com.
 - Town Clerk to forward application materials to Search Comm. members, and to any Town Board of Trustees members who request, by email
 - Search Com. to identify a group of finalists (up to 5)
 - Search Com. to report to Town Board and recommend interview finalists and procedure based on number/type of finalists, budget, etc.
 - Interview procedure to include (i) visit to Rico, (ii) meetings with Town staff and Search comm. members (iii) Town staff input to Town Board; and (iv) Town Board interview of finalists
 - f. Search Com. designee(s) to coordinate/handle communications with applicants, schedule interviews/meetings with Mayor's input

- 2. **Public Notice of finalists is required at least 14 days prior to employing a finalist****

¹ These requirements shall not apply to interim town managers or other town staff positions.

CRS 24-6-402(3.5) applies to search and hiring a new Town manager:

A search committee of a state public body or local public body shall establish job search goals, including the writing of the job description, deadlines for applications, requirements for applicants, selection procedures, and the time frame for appointing or employing a chief executive officer of an agency, authority, institution, or other entity at an open meeting. The state or local public body shall make public the list of all finalists under consideration for the position of chief executive officer no later than fourteen days prior to appointing or employing one of the finalists to fill the position. No offer of appointment or employment shall be made prior to this public notice. Records submitted by or on behalf of a finalist for such position shall be subject to the provisions of section [24-72-204\(3\)\(a\)\(XI\)](#). As used in this subsection (3.5), "finalist" shall have the same meaning as in section [24-72-204\(3\)\(a\)\(XI\)](#). Nothing in this subsection (3.5) shall be construed to prohibit a search committee from holding an executive session to consider appointment or employment matters not described in this subsection (3.5) and otherwise authorized by this section.



**Town of Rico
Town Manager Job Requirements and Description
Updated 5/2021**

Town Manager requirements are intended to be flexible with the understanding that the Town of Rico faces limitations in attracting a pool of qualified potential candidates, including, but not limited to the small local and regional population, limited housing stock, limited funding, etc.. Accordingly, many of the requirements listed below are stated in the alternative, and preferences are noted.

Job Title: Town Manager

Reports To: Board of Trustees

Position Classification: Full or Part Time Employee as determined by Board of Trustees, Exempt

Prepared Date: May 25, 2021

Approved Date:

Summary

Performs, directs and coordinates the administration, technical and professional work of the town government in accordance with policies determined by the Board of Trustees by performing the following duties personally or through subordinate supervision:

Essential Duties and Responsibilities include the following. Other duties may be assigned

- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates Town activities with other governments.
- Provides professional advice to the Board of Trustees and other Town employees; prepares reports for regular Town Board meetings, makes presentations to boards, commissions, civic groups and the general public.
- Communicates official plans, policies, and procedures to staff and the general public as directed by the Town board and in public news letters
- Grant research and writing.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Performs and/or oversees the operation and maintenance of the water plant and distribution system.
- Performs and/or oversees road maintenance.

- Supervises Town staff, maintains harmony among workers and resolves grievances; assists other Town employees in performing duties. Administers Town Personnel policies. Interprets policies when needed, coordinates activities and evaluates performance of staff, develops job descriptions, etc.
- Performs Town staff performance reviews.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Ensures Town compliance with all state, federal, local laws and ordinances.
- Advises the Board of Trustees of financial conditions and current and future Town needs.
- Attends all regular and special meetings of the Board of Trustees.
- Recommends for adoption by the Board of Trustees such measures as he or she may deem necessary or expedient.
- Act as building official and works with contract building inspector to process building permits, perform inspections and site measurements.
- Point of contact for emergency management plans.
- Oversees and directs Town Planner and/or coordinates with contract planners.
- Confers and coordinates with contract attorneys, engineers and other contract professionals
- Performs Town Manager duties as specified by state statute and the Home Rule Charter.

Supervisory Responsibilities

Oversees Office of the town employees and contract staff. Carries out supervisory responsibilities in accordance with the Town Board's direction as well as the policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising and reviewing performance; and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

- College degree, preferably masters (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Management experience in a Colorado political subdivision
- Economic Development, including grant writing experience
- Land use planning experience (preferably direct experience in Colorado county or Colorado municipal land use planning)
- Long range planning experience
- Public works (water, sewer, street) experience, including administrative and/or management experience
- Parks and recreation experience, including administrative and/or management experience.
- Experience should include personnel management, financial management and public sector management principals, policies and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in carrying out administrative responsibilities. Ability to establish and maintain

effective working relationships with employees, Town officials, the business community, the general public and State, Regional and Federal officials. Demonstrated ability to maintain positive relationships with various private and public agencies and individuals as well as deal successfully with the public and other interested groups, which may have differing perspectives and interests. Demonstrated communication (written and oral), interpersonal, and organizational skills. Computer software experience, specifically spreadsheet, word processing, and accounting systems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those

- affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
 - Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
 - Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Motivates staff to perform their best; Continually works to improve supervisory skills.
 - Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
 - Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
 - Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
 - Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
 - Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
 - Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
 - Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
 - Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
 - Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
 - Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
 - Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 - Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
 - Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
 - Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
 - Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
 - Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
 - Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.
 - Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased

responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

The job description does not create any property rights for job positions. All employees are "at will" employees as set for in Article 4.5 of the Home Rule Charter. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Town of Rico
Public Works Director Requirements and Description
Updated 03/2021

Public Works Director requirements are intended to be flexible with the understanding that the Town of Rico faces limitations in attracting a pool of qualified potential candidates, including, but not limited to the small local and regional population, limited housing stock, limited funding, etc.. Accordingly, many of the requirements listed below are stated in the alternative, and preferences are noted.

Job Title: Public Works Director

Reports To: Rico Board of Trustees

Position Classification: Full Time Employee as determined by Board of Trustees, Exempt

Prepared Date: March 24th, 2021

Summary

The public works director is responsible for various administrative and managerial duties including but not limited to monitoring and overseeing the operations and maintenance of the Rico roads and the water system, planning long-term programs and projects that will keep Town utility systems functioning and in good repair, budgeting, managing and implementing public works projects, overseeing full time and part time employees:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs the duties of the Responsible Operator of the Rico water system and a central wastewater treatment system should that ever become necessary.
- Communicates regularly with the Rico Board of Trustees.
- Hires and supervises employees.
- Manages the Public Works budget.
- Inspects and/or repairs chlorine machine, booster pumping stations, reservoir, meters, streets, and drainage systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- Performs water sampling and maintains sampling records in accordance with CDPHE regulations.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Determines the locations of water lines prior to excavation.

- Responds to complaints regarding water leaks, pressure loss, frozen water lines, water quality or no water.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, snow and sand.
- Performs snow removal and street grading operations.
- Performs routine inspection and preventive maintenance on assigned equipment and town shop and storage facilities.
- Operates light and medium-sized construction and power equipment, such as backhoe/loader.
- Performs all duties in conformance to appropriate safety standards. Compliance with HAZMAT standards.
- Performs required labor involved in construction and maintenance projects, including water distribution maintenance and CDPHE testing.
- Maintains and services water supply. Performs tests related to water quality under the supervision of the water operator.
- Operates a variety of power construction and maintenance equipment used in the service of water and streets.
- Maintain and perform minor repairs of town buildings, structures and grounds.

Supervisory Responsibilities

Supervises public works and open space and recreation program employees.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

High school diploma or general education degree (GED); or five to seven years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to communicate effectively both verbally and in writing.

Mathematical Skills

Ability utilize calculations commonly used for the operation of water systems. Ability to use excel effectively and to generate budgets both for projects and on-going maintenance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed and complicated written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Must be a certified water operator, Class C preferred. Must have a valid driver's license. Valid or ability to obtain a commercial driver's license.

Other Skills and Abilities

General mechanical abilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is required to use hands to repair mechanical instruments; reach with hands and arms and climb or balance. The employee must regularly lift and/or move up to 15 pounds repeatedly and occasionally lift and/or move up to 100 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts

success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

The job description does not create any property rights for job positions. All employees are "at will" employees as set for in Article 4.5 of the Home Rule Charter. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Application
Public Works Director



PERSONAL INFORMATION

Applicant Name _____	Social Security Number _____	
Address _____	Phone Number _____	
Email _____	Cell Phone Number _____	
Address _____		
City _____	State _____	Zip _____
Are you employed now? _____	Date you could start _____	
If you are employed, may we inquire with your present employer? _____		

EDUCATION

Name and location of High School: _____		
Did you graduate?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Name and location of Trade School or College? _____		
Did you graduate?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Degree or Certificate _____		

EMPLOYMENT HISTORY

Company _____	From _____	To _____
Address _____	Phone Number _____	
Supervisor _____	Job Title _____	
Company _____	From _____	To _____
Address _____	Phone Number _____	
Address _____	Job Title _____	

EMPLOYMENT HISTORY

Company _____	From _____	To _____
Address _____	Phone Number _____	
Supervisor _____	Job Title _____	
Company _____	From _____	To _____
Address _____	Phone Number _____	
Address _____	Job Title _____	

Certifications, skills and abilities relevant to this job.
Check all that apply

- Water and/or wastewater certifications required to be the Responsible Operator of the Rico water system and wastewater system should that become necessary.
- Ability to budget for, manage and implement large scale public works projects.
- Ability to communicate effectively with the Rico Board of Trustees.
- Knowledge of sampling procedures and familiarity with CDPHE monitoring protocol.
- Ability to inspect and/or repair chlorine machine, booster pumping stations, reservoir, meters, streets, and drainage systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Ability to effectively utilize computer applications such as Word, Excel and Powerpoint.
- Ability to perform snow removal and street grading operations using heavy equipment
- Ability to operate a variety of power construction and maintenance equipment used in the service of water system, streets and landscape areas.

I swear that the information provided in this application is true and correct.

Signature: _____ Date _____

Date Application Received _____ Application Reviewed by _____

Application Complete _____ Interview date _____

Other comments:

May 19, 2021

Dear Rico Board of Trustees,

Please accept this letter of interest for the Town Public Works position available with the Town of Rico.

For the past 25 years I have worked within the communities surrounding and including Telluride and Mountain Village, where I have had the pleasure of serving the infrastructure needs of many homeowners and businesses including the Telluride Ski Resort and Aldasoro Ranch. This experience has allowed me to develop a broad range of skills related to the maintenance, management and development of neighborhoods at high elevations and in harsh climates. As a Telluride native, it is important that I contribute to the economic and environmental health of the region, and therefore would value the opportunity to serve the Rico community.

My career experience consists of technical field work and staff supervision combined with a high level of administrative responsibility including meeting deadlines, performing inspections and managing budgets. However, perhaps my greatest skill is the ability to work and communicate professionally with others, something very important in our small town. I enjoy the challenge of solving problems, and one of the best ways I have found to share ideas is through the use of mapping and imaging programs which provide visual tools for the public and field crews to work with. Although as a manager it can be difficult finding common ground with a diverse mix of opinions, I treat everyone fairly and consider everyone on the team equally important to achieving the desired goals and objectives of the community.

I am committed to the mountains, as well as the welfare of the environment and the Rico community. Though I have more to learn about the town, its infrastructure, policies and regulations, I am a quick and hands-on learner. And, years of volunteer work in the community have given me the experience to calmly handle stressful situations and the dedication to serve the Board in a management role.

I believe that water infrastructure is Rico's most important essential resource, and I have a history of maintaining, monitoring and treating the town's water and diversions for municipal and domestic uses. However, I understand that there are significant growth challenges facing the Town and the path forward is unclear at this time. Please feel free to reach out to me so that we can discuss a sustainable future with options for simplifying and improving our existence here in the mountain valley.

Thank you for your time and consideration.

Sincerely,

Patrick W. Drew

PATRICK W. DREW
P.O. Box 236
Rico, Colorado 81332
970-708-2081
patwdrew@gmail.com

JOB OBJECTIVE:

To serve as the Public Works Manager for the Town of Rico, responding to concerns of the public while managing Town infrastructure, upkeep and maintenance including streets, water, trails, public facilities, Parks and Recreation programs and staff.

JOB QUALIFICATIONS:

- Colorado Certified Water Professional with Class C Treatment, Class 3 Distribution, Class 2 Collection and Class C Wastewater Treatment licenses.
- 20-year volunteer firefighter and first responder. Extensive experience working with emergency personnel and vehicles, fire hydrants, pumps, and water treatment equipment.
- Basic electrical, plumbing, pipefitting, carpentry, earthwork, equipment operation skills.
- Qualified to perform wetland delineations, water quality testing, soils testing, erosion control, weed management and native plant identification.
- Excellent customer service, communication and community relations skills.
- Experience working cooperatively and professionally with private property owners, local governments, state and federal regulatory agencies, regional boards and commissions.
- Proven ability to prepare and submit necessary reports and forms in a timely manner.
- Education, training, knowledge and experience in infrastructure planning, management and maintenance both in the field and in the office.
- Strong computer literacy skills including internet and electronic messaging, scheduling reminders and calendars, word processing, preparing presentations, Excel spreadsheets, GIS, GPS, AutoCAD mapping, surveying, data collection and acquisition.
- Effective and efficient supervision and management of staff, contractors and budgets.
- Enjoy working as part of a team and contributing to a productive, positive, collaborative work environment.
- Ability to perform office work, as well as field work, efficiently and independently.
- Understanding of land law, design, PUD, and common interest concepts in high-class communities.
- Telluride native and member of extensive professional and personal network in region.
- Intimate, historic knowledge of Town of Rico with expertise in the use of best management practices to protect and preserve community values.

PROFESSIONAL WORK EXPERIENCE:

*Aldasoro Ranch Homeowners Company Field Operations Supervisor, Telluride, Colorado
September 2016- present*

Job Description: Serve as field operations contact for homeowners and ranch manager to oversee operations of water system, irrigation ditches, trails, roads, forest management, and DRB regulatory compliance. Advise board of directors on policy and procedures for compliance with federal, state, county, and local regulations to optimize operations for efficiency and sustainable practices. Equipment operation as needed.

***Senior Water Technician, Town of Mountain Village Public Works, Telluride, Colorado
August 2007 – 2018***

Job Description: Perform all aspects related to operation of municipal drinking water system serving 10,000 residents and resort visitors at peak demand, including inspecting, reporting, infrastructure mapping and supervision and training of junior members in department.

***Owner, Drew Earthworks
2007- present***

Job Description: Self-operate a small business to oversee staff, operations, permitting and reporting requirements for municipal and private water infrastructure systems in the Telluride region. Propose, plan and budget for infrastructure upgrades as needed; manage contracts and implement infrastructure construction projects.

***Environmental Technician, Telluride Ski & Golf Resort, Telluride, Colorado
May 1999 - January 2008***

Job Description: Supervise field crews, submit reports and assist Vice President of Planning and Environmental Affairs in the planning and construction of wetland restoration sites pursuant to Environmental Protection Agency Consent Decree requirements; assist with obtaining necessary permits and approvals for resort development activities on private and public lands.

***Intern, URS Greiner/Woodward Clyde, Denver, Colorado
August 1998-December 1998***

Job Description: Wetland delineation mapping, soils determinations, database input and management.

***Mentorship, Aldasoro Ranch
Summer, 1994***

Job Description: Design and pre-planning of recreational trail infrastructure with Aldasoro resident Scott Bennett.

PROFESSIONAL CERTIFICATIONS:

State of Colorado Certified Water Professional; Class C Water Treatment, Class 3 Distribution, Class 2 Collection, and Class B Wastewater Treatment
Backflow Prevention Device Inspector
Wetland Delineation
Fire Incident Safety Officer
Native Plant Master

Erosion Control Specialist
Wildland Fire Red Card
Wildland Sawyer
First Responder
Fire Engine/Crew Boss
Fire Hazmat Operations
Avalanche Operations Level 2
AutoCAD Level 1

SPECIALIZED SKILLS:

Data collection and reporting
Computer literacy including Excel and AutoCAD
GPS mapping and surveying
Project management, coordination and scheduling
Good written and verbal communication skills
Strong attention to detail
Supervisory and leadership qualities
Calm and level headed in emergency situations
Ability to meet deadlines and follow schedules
Water quality testing, sampling and monitoring
Stream flow metering
Storm water management and erosion control strategies
Ability to speak Spanish
PRV trim package plumbing and adjusting
Pump and hydrant operation and assembly
Leak detection
Heavy equipment and hand tool operation
Cross-connection control inspector
SCADA programming experience with RSview, LadderPro Logix and Linx

EDUCATION:

University of Colorado- Boulder

Bachelor of Arts in Environmental Studies, 1999

Telluride High School- Telluride, Colorado

Salutatorian, Class of 1995

COMMUNITY SERVICE:

Rico Alpine Society, 2003-2016

Volunteer for community recreation and environmental programs and projects

Telluride Fire District Volunteer Firefighter, 2002-present

Certifications: Battalion Captain, Incident Safety Officer, Training Officer, Fire Fighter II, First Responder, Hazmat Operations, CPR instructor, Pump Operations, Sawyer, Engine Boss, Urban Interface, Wildland Firefighting Red Card

Telluride Ski & Snowboard Club: 1999-2015

Youth Ski Coach- Mentoring and training aspiring ski racers; teaching techniques and tactics of alpine ski racing; homologation certifications; management of local ski races; chief of course; chief gate judge.