

Town of Rico Public Works Manager

Salary Range: \$60,000-\$75,000 DOQ plus benefits package

The Town of Rico is seeking a Public Works Manager to take on a hands-on leadership role in maintaining and improving the community's essential infrastructure. This position is primarily a one-person department, supported by a part-time employee. The Manager is responsible for planning, coordinating, and carrying out a wide range of public works functions while ensuring the community's facilities and services are well cared for.

As Public Works Manager, you will be directly responsible for the operation, maintenance, and repair of streets, buildings, facilities, storm drainage, the municipal water system, park facilities, and other public assets. This is primarily an independent role, with part-time support, requiring a balance of hands-on fieldwork and administrative leadership to ensure high-quality services for residents and visitors.

The Town of Rico is committed to fostering a supportive and progressive work environment that values professional growth and community service. We offer a highly competitive benefits package, including flexible scheduling, 100% Town-paid health insurance premiums for employees, 80% Town-paid health insurance premiums for family coverage, participation in the Colorado PERA pension plan, life insurance, paid family leave, long-term disability insurance, sick and vacation accrual, and an available one-bedroom employee housing unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They provide an accurate summary of the position's core requirements. Employees are responsible for all other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- ☐ Manages and oversees the Town's municipal water system, including daily operations, maintenance, repairs, reporting, and compliance with state and federal requirements.
- ☐ Works with the Town Manager to plan and implement necessary improvements, upgrades, or expansions to water and public works infrastructure.
- ☐ Performs hands-on operation, maintenance, and repair of Town facilities, streets, drainage systems, parks, trails, open spaces, and buildings.
- ☐ Operates heavy equipment including backhoe, front-end loader, dump truck, motor grader, and other large machinery as required for public works and utility projects.

- ☐ Performs routine maintenance of Town-owned vehicles and equipment, including oil changes, greasing, servicing belts and hydraulics, replacing fuel filters, and conducting other standard hour-based maintenance.
- ☐ Maintains accurate records of inspections, maintenance, repairs, construction projects, and emergency service calls.
- ☐ Responds to and resolves citizen inquiries, complaints, and service requests in a timely and professional manner.
- ☐ Oversees safety standards for Town facilities, grounds, and equipment.
- ☐ Confers with the Town Manager on departmental operations and provides recommendations for efficiency and future planning.
- ☐ Prepares and submits reports as required for state and federal agencies to ensure compliance with applicable laws and regulations.
- ☐ Orders and manages inventory of supplies, parts, and materials.
- ☐ Serves on-call to respond to emergencies, water system issues, and severe weather events.
- ☐ Performs snow removal operations, including plowing of Town streets, parking areas, and public facilities.
- ☐ Supports the upkeep, maintenance, and improvements of all Town-owned buildings, parks, trails, and open spaces.
- ☐ Other duties as assigned.

Knowledge of:

- ☐ Federal, state, and local laws, related to the Public Works Department.
- ☐ The general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting.
- ☐ Operation, maintenance, and safety practices for heavy equipment, vehicles, and municipal infrastructure.
- ☐ Modern project management principles and practices.
- ☐ Standard practices for facility, roadway, and water system maintenance and repair.

Education or Formal Training:

- ☐ Bachelor's Degree in a related field from an accredited college or university; and a minimum of five years of progressively responsible experience in public works, utilities, or municipal operations.
- ☐ Equivalent combinations of education and hands-on field experience will be considered. Demonstrated experience working directly in the field, including water system operations, heavy equipment use, and municipal infrastructure maintenance, may substitute for formal education

Certificates and Licenses:

- ☐ Valid Colorado Driver's License.
- ☐ Minimum Certification as a Water Treatment Operator (Class C or higher) in Colorado.
- ☐ Minimum Certification as a Water Distribution System Operator (Class 1 or higher) in Colorado.

Work Environment:

This position involves both office and field work in a public works setting. Duties may require working outdoors in inclement weather conditions and around hazardous materials. The role regularly includes operating heavy equipment and performing manual labor. The employee must be able to occasionally lift and move up to 50 pounds.

Application Process:

Interested candidates should submit a cover letter, resume, and five professional references to:

Chauncey McCarthy
Town Manager, Town of Rico
Email: townmanager@ricocolorado.gov

Please include "Public Works Manager – [Your Name]" in the subject line. Application materials should be submitted as a single PDF file.

Applications are due by October 17, 2025.