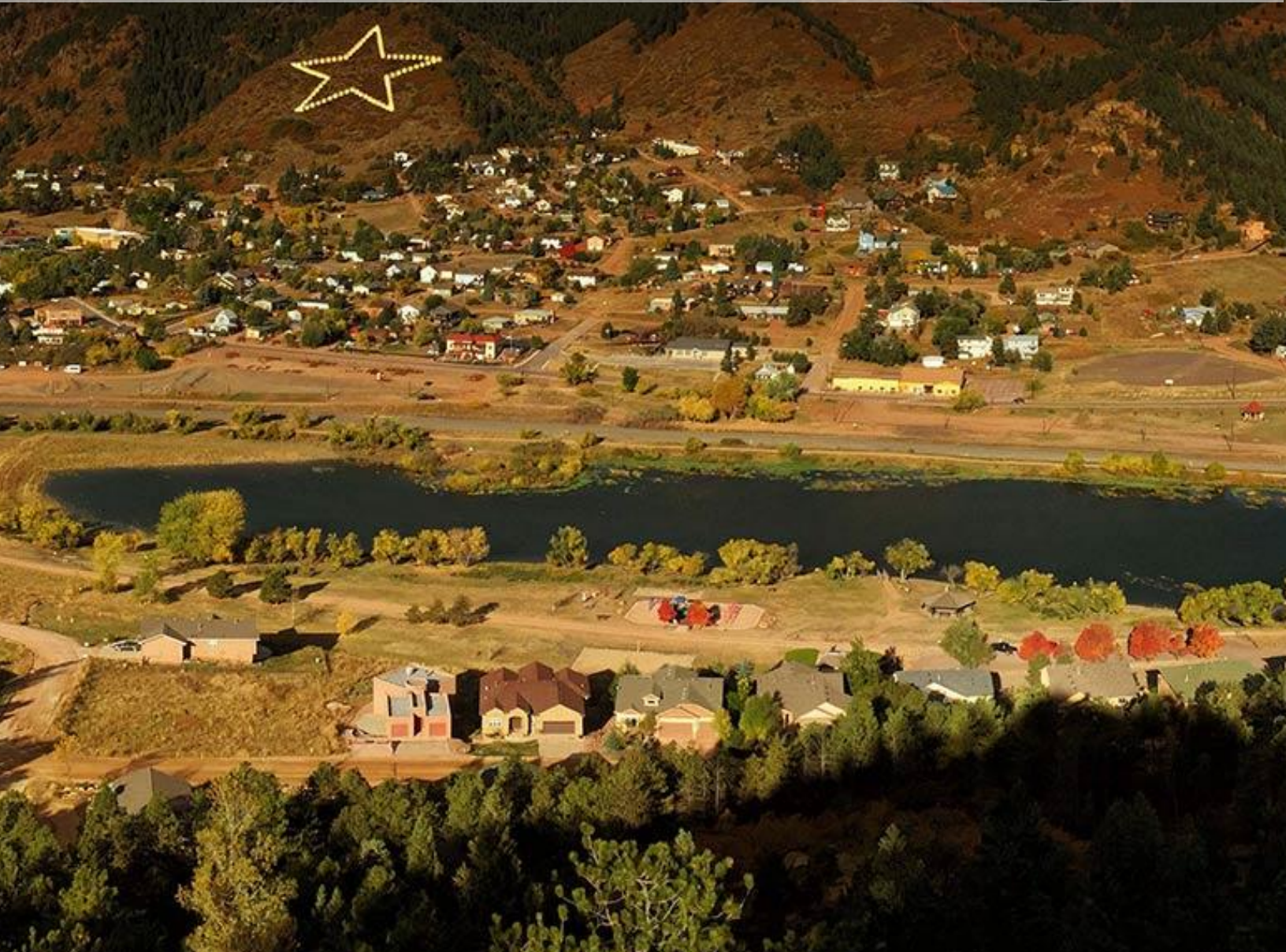


# Public Works Supervisor

*Town of Palmer Lake, Colorado*



Community Consulting, LLC

**ABOUT THE COMMUNITY**

Palmer Lake is a statutory town in El Paso County with a population of 2,624, according to the 2020 census. As a growing community 20 miles north of downtown Colorado Springs, it offers a picturesque small mountain-town feel with a variety of outdoor activities including trails, parks, and traditional community events. Palmer Lake is a family-oriented community with an elementary school for grades K-5<sup>th</sup>, and a library that is part of the Pikes Peak Library District.

**COMMUNITY DEMOGRAPHICS**

**Population:** 2,624  
**Size:** 3.1 square miles,  
 32 miles of dirt roads  
**Median Income:** \$100,764  
**Median Age:** 53.2  
**Median Home Value:** \$352,500

**Demographics**  
 White non-Hispanic 81.1%  
 White Hispanic 8.6%,  
 Multiracial Hispanic 4.56%,  
 African American Hispanic 1.32%,  
 Asian non-Hispanic .68%,  
 Other non-Hispanic 3.13%

**Major Employers**  
 Education, Instruction, & Library 9.61%  
 Management 6.49%  
 Business & Financial Operations 6.24%  
 Computer & Mathematical 5.43%  
 Arts, Design, Entertainment, Sports, & Media 3.37%  
 Healthcare 2.68%  
 Sales & Related 12.3%  
 Office & Administrative Support 10.6%  
 Food Preparation & Serving Related 9.18%  
 Building & Grounds Cleaning & Maintenance 4%  
 Healthcare Support 3.25%  
 Construction & Extraction 3.87%  
 Installation, Maintenance, & Repair 3.68%  
 Transportation 3%

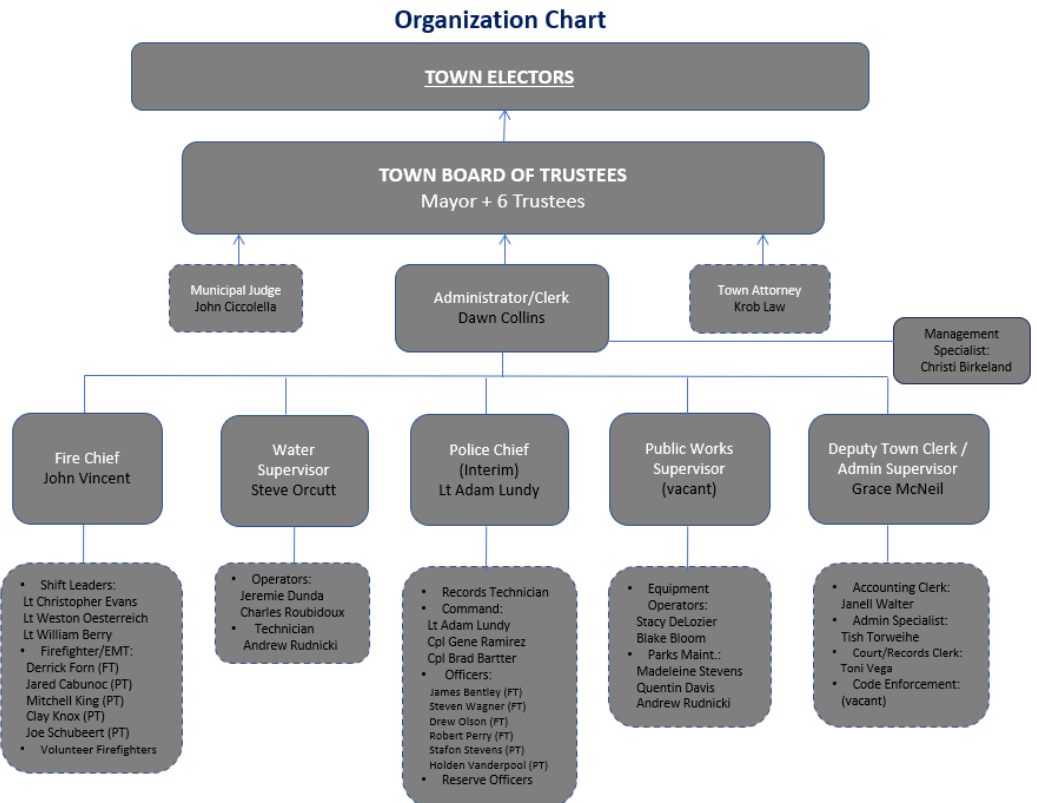
**ORGANIZATION**

Palmer Lake is a Statutory Town governed by a Board of Trustees under a Board of Trustees – Administrator form of government. The Town Board of Trustees is comprised of seven (7) members, an elected Mayor with a 2-year term and six (6) Trustees. Trustees are elected to a 4-year term, staggered three (3) in even years, and three (3) in odd years. The Board of Trustees meets on the second and fourth Thursday of each month.

Additionally, the Town has three authorized advisory boards/commissions, of which the Board of Trustees appoint members: Planning Commission, Board of Adjustments, and Parks and Trails Commission.

The Mayor and Board appoint the Town Administrator, who manages the Town’s operations. The Town Administrator oversees supervisors of the Fire Department, Water Department, Police Department, Public Works Department which includes Roads and Parks maintenance, and the Administration office.

For 2024, of the Town’s \$7m budget, the Public Works Department has a \$2.2m budget, of which \$1.6m is slated for Capital Improvements.



## ABOUT THE POSITION

The Town of Palmer Lake is seeking a strategic, team-oriented leader for the position of Public Works Supervisor. This key management position will successfully perform and manage the essential functions of public works services including roads, parks, and public facilities maintenance. The Supervisor will have operational control of all resources assigned to the department; supervise equipment operators and maintenance personnel; oversee construction management improvement projects; and represent the Town at meetings.

The Public Works Department is comprised of the following employees, including the Supervisor, two (2-FTE) equipment operators, and 3 (1.5-FTE) parks maintenance staff. The team maintains and improves 32 miles of dirt roadways within the Town limits.

It is preferred that the Public Works Supervisor reside within an average of twenty to thirty (30) minutes of travel of the Town limits.

This position requires most work to be conducted in the field and the person in this role will need to be tolerant of the range of weather conditions we experience in Colorado. This job is primarily performed outside and tasks conducted are often from standing or constant movement for most of the workday. The person in this position should expect to experience pushing/pulling up to 35 pounds; bending/reaching/twisting; and have the ability to lift and carry up to 35 pounds. Outdoor environment and vehicle travel will regularly be experienced.

The Public Works Supervisor will supervise personnel and manage vendors and contractors. This position is instrumental in providing a high level of customer service to tenants, stakeholders, and the public. The following are functions, though not inclusive, and may include additional duties as assigned by the Town Administrator.

- Supervise, train, evaluate, and discipline the public works personnel including equipment operators, technicians, and parks maintenance.
- Plans, evaluates, assigns, and coordinates activities of public works; oversees the construction of road right of way, maintenance of roads and drainage, including snow removal, drainage and culvert installation, asphalt and gravel road repair, guard rail, and traffic sign installation.
- Maintains and operates equipment and vehicles involved with the above operations. Supervises and schedules the Roads and Parks Maintenance personnel.
- Manages the maintenance of municipal buildings as assigned.
- Represents the Town at internal and external meetings, as directed, including outside agency involvement.
- Coordinates activity with the Parks and Trails Commission on park improvement projects.
- Orders or approves ordering of required materials, tools, and equipment.
- Performs inspection of all material received before approval for payment.
- Works in conjunction with the Town Engineer and Town Administrator on issues relating to preliminary inquiries and plans submitted for the following, but not limited to, subdivision, replats, vacations, land use permits, right-of-way construction, etc.
- Works in conjunction with the Town stormwater consultant on concerns and inspections pursuant to MS4 regulations.
- Works in conjunction with Administration on public posting and code violations relating to land use.
- Assists the Administration in the development of the annual budget for Public Works, including Roads and Parks, as well as capital improvement plans, schedules, and projects.
- May be required to work outside regularly scheduled hours in all seasons including inclement weather.
- Develop, implement, and evaluate internal policies, procedures, departmental objectives, and structure necessary to provide a safe and efficient work environment;
- Construction/development plan review;
- Establish and maintain effective working/supervisory relations with superiors, subordinates, outside agencies, and the public;
- Work cooperatively with town officials, department personnel, and the public;
- Plan and manage grant funded projects for roadway and other municipal infrastructure improvement;
- Communicate orally and in writing, in the English language, with co-workers, and the public tactfully and courteously;
- Work safely without presenting a threat to self or others.



## CHALLENGES & OPPORTUNITIES

The Public Works Supervisor will be a working manager, one who fosters harmony between the road crew, maintenance, and other town departments. The position will oversee parks and public facility maintenance and proactively engage with the Parks and Trails Commission volunteer members. The Supervisor will represent the Town as a member of the Transportation Advisory Committee (TAC) with the Pikes Peak Area Council of Governments (PPACG). Building relationships with the PPACG/TAC, with the Colorado Department of Transportation (C-DOT) and understanding the needs of the community and problem areas within the town boundaries will be key components to success in this position.

Capital Projects Management: Similar to other public works teams, the Public Works Supervisor will be responsible for working under the supervision of and in conjunction with the Town Administrator to properly budget for and manage capital projects, contracts/contractor management (e.g. paving, excavating, concrete, tree service, etc.), and construction management for various contractors (e.g. roadway improvement projects, stormwater drainage improvement projects) who work with the Public Works and other town departments.



Budgetary Constraints: Due to budgetary constraints, the Public Works team is often limited to maintaining the roadways vs. improving them. There are numerous undeveloped platted roadways, and no master drainage plan for which an overall plan is imperative to develop for the future success of the community.

Staff Development and Recruitment/Retention: The Supervisor will participate with recruitment efforts, retention, departmental succession planning, staff training plans, and work to transfer departmental operational knowledge to existing and new personnel, ensuring continued operational success within the Public Works department.

Current Projects: The Town plans to issue an RFP for the Upper Glenway/PLES Roadway Improvement Project in May of 2024 with work anticipated to begin in June of 2024. The project will include a water line replacement followed by the roadway improvement in coordination with the Colorado Department of Transportation. Additionally, the town is in design phase for a pedestrian walkway through the downtown corridor. Upcoming projects funded include design and construction of roadway improvement for County Line and Spruce Mountain Roads.

## EDUCATION & EXPERIENCE

The position requires a minimum of a high school diploma or GED, with a Bachelor's Degree preferred. A class B-CDL with a tanker endorsement is preferred, or a willingness to obtain one in the first 90 days of employment. Knowledge of equipment operation (i.e. graders, loaders, backhoe, and plow operations), and the ability to train existing staff on equipment operation are required. A minimum of (3) years of experience in construction management or municipal public works experience. The ability to read and understand contour maps, blueprints, and specifications is required. Supervisory experience for a minimum of three (3) years. Any combination of education and experience to meet the minimum qualifications of the position may be considered.

## IDEAL CANDIDATE

The ideal candidate will lead by example, create a cohesive team, and assist other town departments. A communicative individual who is a team player and works well with others as well as independently will thrive in this role. The ability to foster positive relationships with co-workers and the public will be key to the success of the Public Works Supervisor. Must have the ability to motivate, empower, and maximize the strengths of personnel.

## COMPENSATION & BENEFITS

The annual hiring range for this position is \$70,000 to \$85,000, depending upon qualifications and experience. The Town of Palmer Lakes is pleased to offer its employees a competitive compensation and benefits package.

**Medical Insurance:** The Town participates in Anthem Health Plan the Town pays 85% up to \$650 monthly of the eligible employee's plan premium. Spouses/dependents enroll at his/her expense.

**Dental Insurance:** The Town participates in Humana Delta PPO, and the Town pays 100% of the eligible employee's premium. Spouses/dependents enroll at his/her expense.

**Vision Insurance:** The Town participates in Human Vision 130, and pays 100% of the eligible employee's premium. Spouses/dependents enroll at his/her expense.

**Life Insurance and AD&D:** Humana provides life and AD&D insurance. The Town will pay 100% of an eligible employee's premium. This plan does not allow for additional coverage.

**Training & Education:** The Town supports the education and training programs which improve the skills, qualifications, and performance of Town Employees. Requests are evaluated on a case-by-case basis, and are subject to approval of the Town.

**Professional Association Dues:** Requests are evaluated on a case-by-case basis, and are subject to approval of the Town.

**Retirement:** Alliance Benefit Group provides a 457(b) and a 401(a) plan. Employees may voluntarily contribute to a 457(b)-retirement plan. The Town will match 100% up to 4.25% of the employee's earnings in a 401(a), which will be fully vested after 3 years.

**Holidays, Sick Leave, and Paid Time Off (PTO):** The Town offers generous Vacation/PTO accruals based on years of service, as well as thirteen (13) paid holidays annually.

**Bereavement Leave:** Bereavement leave is offered to eligible employees regularly scheduled for thirty-six (36) hours or more, up to three (3) days leave at full pay.

**Administrative Leave:** Requests are evaluated on a case by case basis, and are subject to approval of the Town.

**Relocation Assistance:** Relocation assistance can be negotiated upon consideration of hire.

## APPLICANT RESOURCES

The Town of Palmer Lake website: [www.townofpalmerlake.com](http://www.townofpalmerlake.com)

Town of Palmer Lake 2024 Budget: [www.townofpalmerlake.com/administration/page/budgets](http://www.townofpalmerlake.com/administration/page/budgets)

Town of Palmer Lake Community Master Plan: <https://www.townofpalmerlake.com/bc-pc/page/master-plan-0>

Town of Palmer Lake Parks and Trails Commission Plans: <https://www.townofpalmerlake.com/bc-parks/page/park-master-plan>

PPACG/TAC: <https://www.ppacg.org/#1478707892584-7a825961-85fd>

## APPLICATION & RECRUITMENT PROCESS

To apply send your resume and cover letter to

[jobs@communityconsultingfirm.com](mailto:jobs@communityconsultingfirm.com).

For more information about this position contact:

Angie Sprang, Principal Consultant

Community Consulting, LLC

[angie@communityconsultingfirm.com](mailto:angie@communityconsultingfirm.com)

970-319-0912

## SEARCH SCHEDULE

Application Submittal Deadline: May 26th, 2024

Preliminary Screening Interviews: May 29 – 31, 2024

Referral of Candidates to the Town: June 4, 2024

Semi-finalist Interview: June 6-8, 2024

Panel Interviews: Week of June 17, 2024

The Town of Palmer Lake is an Equal Opportunity Employer. Applicants selected as finalists for this position will be subject to a comprehensive background check.

**Sunshine Law Notice:** Résumés and all application materials will be kept confidential until finalists are announced. The full record of finalists will be subject to public disclosure no later than 14 days before an offer of employment, as per Colorado Statute 24-6-402 (3.5).