

TOWN OF WESTCLIFFE
JOB DESCRIPTION FOR
TOWN OPERATIONS COORDINATOR

DEPARTMENT:	Operations
REPORTS TO:	Town Clerk/Administrator
FLSA CLASSIFICATION:	Exempt
HIRED BY:	Board of Trustees
APPROVED BY:	Board of Trustees
PAY RANGE:	\$50,000 - \$60,000 Commensurate with experience

QUALIFICATIONS

The Town Operations Coordinator must have sufficient skills to be able to perform each of the essential duties. The coordinator must:

- Pass a pre-employment drug test and a background check to the Town's satisfaction.
- Obtain the ICC certification as a Building Inspector and Plan Examiner within one year of hire.
- Have or obtain in 90 days a State of Colorado drivers license and have thorough knowledge of Colorado CDL requirements.

EDUCATIONAL BACKGROUND

The Town Operations Coordinator must be a high school graduate or possess a GED.

EXPERIENCE

The Town Operations Coordinator should:

- Have experience in building construction.
- Have experience in building and roadway maintenance.
- Have experience in zoning, organizational administration, grant writing, and personnel administration.
- Possess current computer skills with the following: Microsoft Office, CAD, ARC/GIS.
- Possess communications skills.

DESIRED QUALIFICATIONS

The Town Operations Coordinator should have knowledge of the community, positive experience in dealing with the public, supervisory experience and demonstrated problem solving ability.

Our ideal candidate will have a combination of the necessary experience and qualifications or an interest and willingness to learn.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

ESSENTIAL DUTIES AND POWERS

The Town Operations Coordinator should coordinate daily with the Town Administrator/Clerk/Treasurer hence forth referred to as the Town Clerk.

The Town Operations Coordinator will be responsible to the Town Clerk for the duties outlined in paragraphs 1-15 below and such other duties as may be prescribed by ordinance, resolution, or direction of the Board of Trustees (BOT). The Town Operations Coordinator will be responsible for:

- The efficient administration and supervision of the Street, Park and Inspection departments including organizing, training, and in coordination with the Town Clerk, the hiring and firing of operational department personnel.
 - All maintenance and capital improvement activities conducted by The Town.
1. Enforce all ordinances, policies and regulations of the Town, including matters related to subordinate personnel, zoning, building permits, and all inspections.
 - a. Deal with personnel issues both professional and personal in a thoughtful and legal manner that comply with the State and Federal regulations and Town policies.
 - b. Requires familiarity with the Land Use Code and how to apply it in various situations and to stay abreast of new laws and regulations and how they affect land use.
 - c. Basic knowledge of sound building principals, blueprint reading, and building materials. Ability to read and interpret the IBC code books and to apply such to the construction of homes and commercial structures and to pass the Building Inspector certifications required to enforce the code and conduct inspections of work at all stages of construction.
 2. Supervise all Streets, Park and Inspection personnel and delegate such duties as the coordinator deems appropriate. The coordinator shall evaluate, or cause to have evaluated, all Street, Park and Inspection personnel. The coordinator shall be bound by all personnel policies of the town and shall always follow fair, nondiscriminatory employment practices.
 - a. Policies concerning personnel are in place but may need modification from time to time. State and Federal regulations are constantly changing and as such requires that the Town Operations Coordinator stay informed and updated.
 - b. Supervision of the Street, Park and Inspection employees. Supervision requires knowledge of the abilities and talents of the employees, the materials, tools, and equipment they work with, as well as knowledge of the Town's infrastructure and utilities. The various materials include Streets- asphalt, cold-patch, road base, culverts, concrete, equipment and signs. Parks- turf, fertilizer, aeration, sprinkler systems, trees and their care, playground equipment and the regulations regarding them, fencing and weed control.
 - c. Responsible for all proper maintenance of Town facilities and equipment.
 - d. Responsible for snow removal including operation of snow removal equipment.
 3. Recommend to the Town Clerk such ordinances, regulations and policies as may be appropriate for the town.
 - a. This requires the ability to recognize problems, existing and future, and to recommend and write draft ordinances, regulations, grant applications and policies that comply with State and Federal regulations and are applicable for small town application.

- b. Refine such draft documents in collaboration with the Town Clerk who retains final editorial responsibility.
4. Utilize procurement policies for town purchases and contracts including policies for request for proposals (RFP). When needed, refine procurement documents in collaboration with the Town Clerk who retains final editorial responsibility.
 - a. The setting of policy for purchases and contracting for services goes beyond just establishing a protocol. It requires that the coordinator research the company and the materials to be used on each project.
 - b. The writing of an RFP that is clear and concise is required so that all bidders know precisely what the project entails, the specifications and the materials required to complete it. This gives all bidders equal footing.
 - c. Writing a comprehensive contract that reflects the requirements of the RFP and provides legal protection for the Town is essential. Reading contracts that are provided by the vendor requires the diligence to review them thoroughly for both the legal aspects and project specifications to ensure the Town is being protected and receiving what was requested.
 - d. Monitoring and inspecting projects for quality, proper materials, and timeline.
5. Work with the Town Clerk and BOT to develop business plans such as the 5-year Capital Plan and the annual budget.
6. Keep the Town Clerk advised of the future operational fiscal needs of the Town and all matters concerning the Town.
7. Work with the Deputy Clerk to support Planning and Zoning meetings, including preparation of agendas, meeting materials, and making certain that recommendations of the Planning and Zoning committee meet the requirements of the BOT. Attend Planning and Zoning meetings.
8. Enforce all operational contracts and franchise agreements entered into by the Town and all statutes and regulations which impose duties on the Town.
9. Attend Trustee meetings and workshops to report regularly on the status of Town business and activities and to advise the Town Clerk with respect to operational issues facing the Town.
10. Respond to, document, and resolve minor complaints from citizens and others and report all major complaints to the Town Clerk along with recommendations for action to resolve such complaints.
11. Perform such other duties related to the Town as may be requested from time-to-time by the BOT.
12. The Town Operations Coordinator shall serve as the Risk Manager for the Town.
 - a. Requires the monitoring of insurance needs for the protection of the Town.
 - b. Review and oversight of necessary safety training to meet insurance requirements.
 - c. Field and investigate claims against the Town operations activities, manage the claims process as necessary and report results to the Town Clerk.
 - d. Inspect Town facilities and holdings for potential safety hazards and remediate such hazards.
 - e. Prepare for annual insurance audit.
 - f. In emergency situations, act as the Town Incident Controller and obtain necessary training.
 - g. In coordination with the Town Clerk, review and investigate accidents and make necessary legal reports.

13. Highway Users Tax Fund:

- a. Requires the completion of an annual inspection and report on the condition of the streets.
- b. Keep an inventory of the streets and report improvements and additions.
- c. Provide all inventories and reports to the Town Clerk.

14. Emergency Coordinator:

- a. Develop and maintain working relationships and necessary protocols with regional emergency agencies.

15. Availability:

- a. Maintain an on-call list of all Operations staff (including self) to support out of ordinary events such as snow removal, large events in town parks, major construction projects or unexpected emergencies.
- b. Explore the creation of an additional on-call list composed of non-employees who reside locally that have adequate credentials to augment existing town staff when needed.
- c. Coordinate with the Town Clerk to maintain a list of contractors capable of supporting operational personnel.

REPRESENTATIVE SKILLS

The following are representative of the kind of skills required on the job.

LANGUAGE SKILLS:

The ability to read, analyze and interpret technical journals, financial reports and legal documents as well as write reports, business correspondence and procedure manuals.

The ability to respond to common inquiries and/or complaints from the public, employees or BOT, as well as to respond effectively to sensitive inquiries and/or complaints is essential.

The ability to effectively present information and respond to questions from groups of the public, employees or the BOT including sometimes controversial or complex topics is necessary.

TWO-WAY COMMUNICATIONS:

The Town Operations Coordinator must have strong interpersonal verbal and written communication skills to ensure that all communications are accurate and given with the appropriate level of urgency and respect.

TEAMWORK:

The ability to be responsive, competent, and seamless is important in the effort to run a well-operated community. Cooperation, compromise, collaboration and unity of purpose are extremely important for any work group. The ability to support one another, take personal responsibility and live up to commitments is a key in any team environment.

MATHEMATICAL SKILLS:

The ability to apply mathematical concepts to practical situations is a must.

REASONING ABILITY:

The ability to define problems, collect data, consider the suggestions of others, establish facts and draw valid conclusions including the application of principles of logical thinking to a wide range of intellectual and practical problems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the Town Operations Coordinator to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the Town Operations Coordinator is frequently required to talk or hear.

The Town Operations Coordinator is required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and taste or smell.

The Town Operations Coordinator must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the Town Operations Coordinator encounters while performing the essential duties of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is frequently loud and sometimes very loud.