



Northglenn's Water Treatment Facility treats 2.5 MGD in the winter and up to 9 MGD in the summer.



## PUBLIC WORKS DIRECTOR RECRUITMENT BROCHURE

*This is a highly responsible department head position, directing the efficient and effective delivery of all public works functions.*

The Director of Public Works is an integral, participative member of the City's Leadership Team who will work closely and

collaboratively with the City Manager and other members of the executive staff.

The director is customer-focused and has regular interactions with the community and elected officials.

The director plans, organizes, directs and integrates the City's public works activities and functions.



The new City Hall will open in late summer/early fall.

The Maintenance & Operations Facility is the hub for Public Works activities and functions.





Northglenn's Wastewater Treatment Plant is located roughly nine miles north of the city.



## COMPENSATION & BENEFITS

**\$148,480 to \$185,600/year**

MIN

MID

**Hiring Range**

**\$148,480 to \$185,600 to \$222,720**

MIN

MID

MAX

**Salary Range**

Starting salary to be commensurate with the qualifications and experience of the successful candidate. The City also offers an attractive benefit package and relocation assistance provided if needed. To learn more, visit [www.northglenn.org/jobs](http://www.northglenn.org/jobs).



## APPLICATION PROCESS & SCHEDULE

To be considered for this exceptional career opportunity, apply online at [www.northglenn.org/jobs](http://www.northglenn.org/jobs).

An online application through the employment page of the City's website is REQUIRED prior to the job posting deadline. A résumé and cover letter must be included with your application. We cannot accept résumés and applications from third-party employment sites such as Indeed.

## HIRING TIMELINE

DATES SUBJECT TO CHANGE

**Accepting Applications:**  
May 17-June 3

**Candidate Notification:** June 4

**Preliminary Interviews**  
(in person): Week of June 10

**Final Interviews and Selection**  
(includes meet and greet with the community): Week of June 24

**Background Process Begins:**  
July 1-12

**Anticipated Start Date:** July 29



As part of National Public Works Week, every year the department hosts an open house so the community can learn about all the services provided.

## ↔ KEY AREAS OF RESPONSIBILITY

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.

- Oversees all activities of the acquisition, development, operations and protection of raw water supplies and compliance with federal and state laws.
- Manages and supervises operations to achieve goals within available resources; establish and administer budgets.
- Guides project managers in the department implementing horizontal and vertical construction of public facilities.
- Assists the City Manager in providing policy and budget guidance to the City Council and in implementing the annual work plan and 5-year Capital Improvement Program (*Capital Projects Fund, Water Fund, Wastewater Fund and Stormwater Fund*).
- Participates on a variety of boards and commissions;
- attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of science and engineering, and municipal operations and facilities. Serves as an instrumental component of the City's Emergency Management Team.
- Oversees and makes recommendations for the legal, administrative, regulatory and engineering aspects of the City's raw water policies; directs work efforts related to water supply operations, water supply development, and water rights acquisition; serves as an expert resource for water supplies, water rights, and the Church Ditch Water Authority.
- Develops long-term sustainability plans and sets strategic goals for both the City's Water Treatment Facility and Wastewater Treatment Plant.
- Oversees the operations and maintenance of sophisticated water, wastewater, and storm drainage systems; directs the implementation of large-scale capital projects to facilitate the delivery of water, wastewater, and storm drainage.



## DEPARTMENT ORGANIZATION

The Public Works Department currently has 83 employees working in four divisions and underlying sections:

- **Engineering Division**
- **Operations Division**
  - Fleet Maintenance
  - Street Services
  - Water Distribution and Wastewater Collection
  - Sanitation
- **Utilities Division**
  - Water Operations
  - Laboratory Operations
  - Maintenance Services
  - Wastewater Operations
- **Environmental Division**
  - Cross-Connection Control
  - Industrial Pretreatment
  - Stormwater
  - Water Resources
  - Water Quality

A particularly busy stretch of 120th Avenue, one of Northglenn's main thoroughfares, was recently expanded from two to three lanes in each direction.



## DEPARTMENT EARNS AMERICAN PUBLIC WORKS ASSOCIATION ACCREDITATION

The Public Works Department received accreditation from the American Public Works Association (APWA) in May 2023.

It is the ninth in the state and 182nd in the nation to receive this designation.



The voluntary process took over two years and required intense evaluation of 561 specific areas – everything from the department's

procedures to communication to culture. This led to improved operating procedures, more efficiency and increased preparedness in case of an emergency.

► For more information on the APWA, go to [www.apwa.net](http://www.apwa.net).



## CORE COMPETENCIES

- **Emotional/Social/Cultural Intelligence:** Effectively builds cooperative relationships; is tolerant of those who are different; is extremely self-aware; can always relate and work effectively in culturally diverse situations.
- **Politically Astute/Community Collaborator:** Successfully engages with the Mayor & City Council, Leadership Team, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local, regional and state elected officials and agencies.
- **Adaptability and Change Management to include being an Effective Change Agent:** Able to adapt to ongoing challenges and capable of shifting direction when necessary; embraces change and leads others to embrace and successfully navigate change.
- **Job Knowledge and High-Quality Work Product:** Improves and sustains superior project and program delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes resources; pursues achievable goals and works strategically to achieve them.
- **Financial Acumen and Budgetary Responsibility:** Ensures innovative revenue development strategies; ensures continual adherence to generally accepted accounting principles and related budget and financial matters; understands and can manage operations within budget constraints, experience with all forms of government finance mechanisms.
- **Managing and Leading Others:** Models self-awareness; inspires others to be their best for the benefit of the organization; influences the team and broader organization; creates an environment where ideas are fostered and nurtured.



# IDEAL CANDIDATE CHARACTERISTICS

- Thorough knowledge of methods, equipment, materials, principles and standard practices used in construction, maintenance, repair and operation of public works structures and systems, working knowledge of principles and practices of public administration and western water law.
- Skill in preparing written reports and projects; skill in the operation of equipment necessary to perform the functions of the job; good customer/resident service skills and ability to work with diverse populations; excellent communications and team-building skills required for leadership of a multi-talented team of experienced professionals.
- Ability to supervise and coordinate the activities of a complex organization; to exercise sound judgment in evaluating situations and making decisions; to administer, plan and direct comprehensive programs; to analyze and prepare comprehensive reports; to communicate effectively verbally and in writing; to ensure compliance with and follow standard safety practices and procedures common to construction and municipal maintenance work; to establish and maintain effective working relationships with employees, other agencies, City officials and the public.
- Graduation from an accredited four-year college or university with a degree in civil engineering or construction engineering or closely related field. Master's degree in public or business administration preferred.
- A minimum of seven years of progressively responsible management experience in public administration, including at least four years of administrative experience as a division head in public works. Applicants should have work experience in multiple disciplines within public works.
- Requires a Professional Engineer's License in the State of Colorado.

## CITY PURSUING AQUIFER STORAGE & RECOVERY

The City is testing the viability of using Aquifer Storage and Recovery, or ASR, for storing excess water supplies during wet or average years. ASR injects water into deep bedrock aquifers for long-term storage. The water is then available for future recovery during droughts or seasonal high-demand periods.

The project is well underway, as two wells have already been drilled near the Northglenn Water Treatment Facility.

If successful, ASR will provide additional drought resilience and sustainability to the City's water supplies. The viability of the project will be decided sometime in 2024.

► For more details, go to [www.northglenn.org/aquifer](http://www.northglenn.org/aquifer).



## TEAM NORTHGLENN

The City of Northglenn is committed to creating a diverse, inclusive, and equitable workplace where everyone belongs. We embrace and value the many unique employee experiences, perspectives, and cultural backgrounds that enrich our workplace. The City of Northglenn is dedicated to fostering an environment and community where employees are respected, valued, and empowered.

### EMPLOYEE VISION

*Where excellent public service thrives through employee equity, trust, innovation and work-life balance.*

### EMPLOYEE MISSION

*We enrich our community with high-quality city services and a small-town touch. For us, people are the priority – we are responsive, inclusive, and respectful.*

### EMPLOYEE VALUES

*Customer Service Excellence  
Inclusivity | Integrity | Accountability  
Respect | Joy*



# ABOUT NORTHGLENN

*More than 38,000 residents enjoy small neighborhoods with accessible schools, convenient shopping centers, parks, lakes, open spaces, and outdoor recreation facilities.*

The City government's support for community and economic development makes Northglenn a hub of safe neighborhoods and business activity.

The quality of planning, development, services and volunteers creates a distinctive sense of community that is uncommon in many modern cities. Many of the original residents who lived in Northglenn when it incorporated in 1969 are still here.

The community is connected by the well-planned Greenway Trail System. The over 35 miles of off-street walking and biking paths connect with larger trail systems that lead throughout the Denver metro area.

Northglenn is only 15 minutes north of downtown Denver and all of the events and attractions of a major metropolitan city. Go east on Interstate 70 and Denver International Airport is only 30 minutes away. Turn to the west and the majestic Rocky Mountains tower over the landscape and are a mere half hour away by car.

Bask in 300 days of sunshine as Northglenn enjoys full seasons of summer, spring, winter, and fall. Thanks to our dry climate, the hot and cold aren't as harsh as in more humid climates.

In 1961, Northglenn was named "the most perfectly planned community in America" by Life Magazine and the National Association of Home Builders. Today, its residents continue to maintain that identity and embrace "the city that pride built."

## FAST FACTS

- **Elevation:** 5,460 feet
- **Average July High Temp:** 90°
- **Climate:** Northglenn enjoys a mild, sunny, and semi-arid climate.
- **Average Jan. Low Temp:** 19°
- **Median Household Income:**
  - Northglenn: \$77,797
  - County: \$86,297
  - State: \$87,598
- **Households:** ~14,000
- **Average Household Size:** 2.65
- **Median Age:**
  - Northglenn: 34.4
  - Adams County: 34
  - State: 37.3
- **Public Schools:** Adams 12 Five Star Schools

