

Agenda Item: General Business - A.
Meeting Date: July 14, 2022

Subject: Consideration of Resolution 22-53, approving an appointment of Bobby Redd as Public Works Director

Presenter: A.J. Euckert, City Manager

Background: Our previous Public Works Manager, Jon Rabas, left the City in December 2021. Scott Riley, our Public Works Supervisor, has been the Acting Public Works Manager since Jon departed. The importance of the Public Works Department cannot be understated, which warranted the qualifications to lead the Department to be elevated. After interviewing four (4) applicants, I am recommending the appointment of Bobby Redd to our new Public Works Director. Included in the packet are the job posting, Bobby's cover letter and resume.

Recommended Action: Consideration and approval of Resolution 22-53, approving an appointment of Bobby Redd as Public Works Director

RESOLUTION NO. 22-53

A RESOLUTION APPOINTING A PUBLIC WORKS DIRECTOR

WHEREAS, Section 7-5 of the City of Dacono Home Rule Charter establishes a Public Works Department consisting of a Public Works Superintendent appointed by the City Council and any personnel subordinate to the Public Works Superintendent; and

WHEREAS, pursuant to Charter § 7-5(b), the Public Works Superintendent is responsible to the City Council for performing certain functions and duties as are typical of Public Works Director; and

WHEREAS, the City finds the job title “Public Works Director” is the organizational and functional equivalent to “Public Works Superintendent” and is a job title more commonly used for recruiting and retaining qualified personnel to lead a Public Works Department; and

WHEREAS, by this resolution the City Council desires to appoint Bobby Redd as Public Works Director of the City pursuant to Section 7-5 of the Charter, to perform the duties and responsibilities as set forth therein, the ordinances and resolutions of the City, and as further directed by the City Manager.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DACONO, COLORADO:

Section 1. The City Council hereby appoints Bobby Redd as Public Works Director for the City, to perform such functions and duties as set forth in the Charter and in the ordinances and resolutions of the City.

Section 2. The City Council hereby delegates to the City Manager oversight and supervision of the Public Works Director; provided, however, the City Council retains the sole authority and responsibility for appointment and removal of the Public Works Director.

INTRODUCED, READ, and ADOPTED this 14th day of July, 2022.

CITY OF DACONO, COLORADO

Adam Morehead, Mayor

ATTEST:

Valerie Taylor, City Clerk



City of Dacono

Public Works Director

JOB SUMMARY:

This position is responsible for the administration, coordination, and management of Dacono's water distribution system, streets, facilities, Public Works Department fleet, traffic, stormwater, parks, and open space, participating in development review and capital improvements within the Department while exercising a high degree of trust, integrity, and confidence.

Responsibilities require consistent attention and commitment to high standards. The ideal candidate will have an in-depth knowledge of civil engineering, a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of the time without direct supervision. The Public Works Director will use independent discretion and judgment within established organization values, policies, and procedures and represent the City as necessary during interactions with the public, business, and other organizations.

The ideal candidate for this position will promote a standard of excellence and have the vision to plan for future resources and staffing needs. A track record of success in implementing strategic and capital plans as well as departmental systems and processes will be critical. Having a special focus on change management, coaching and mentoring staff, attracting and retaining highly skilled employees, and creating a highly strategic and results driven culture will be key.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the job's essential functions and do not include other nonessential or peripheral duties that may be required. The City of Dacono retains the right to modify or change the duties or essential functions of the job at any time.

- Manages and directs operations of the department, which includes administration, public works, and Department related engineering coordination, streets and grounds improvement, and maintenance. Establishes and administers department operating policies and procedures, goals, and objectives.
- Provides direction, schedules and assigns work, reviews accomplishments, and manages departmental resources following established planning, budgetary, and performance parameters.
- Prepares, presents, and manages the departmental budget, including resources from the general, water enterprise, street, parks, and capital improvement program funds. Responsible for reviewing and approving departmental expenditures and planning and coordinating expenditures from the general fund and other assigned fund budgets.

- Manages, coordinates, and oversees the compliance and delivery of public works activities, including engineering coordination and analyses, delivery service contracts, inspections, and survey results, contract administration, traffic engineering, and infrastructure maintenance of public works services, including stormwater and water distribution operations and compliance, and facilities and grounds maintenance.
- Plans, implements, and manages new and existing departmental programs and procedures for the delivery of customer service. Customers include the general public, business and property owners, construction contractors and developers, consultants and legal counsel, senior City staff, City Council, employees and officials of other government agencies and private businesses, and members of homeowners and other community groups/organizations.
- May represent or serve as a team member on behalf of the City in negotiating various contractual agreements, coordinating development reviews, securing necessary approvals, and preparing and presenting information to senior City staff, City Council, and others concerning contractual requirements/awards and obligations.
- Evaluates staffing requirements; and directs/participates in staffing decisions; provides training for employees; monitors and evaluates employee performance, and identifies needs for professional development.

OTHER DUTIES AND RESPONSIBILITIES:

- Represent the City on panels, committees, task forces, and other relevant forums in various capacities.
- Exhibits strong leadership skills. Provides constructive feedback and collaborates on issues and solutions. Supervises and guides the Public Works staff in the development of goals, objectives, workload review, and performance evaluations. Plans workloads and staff assignments; trains, motivates, and evaluates staff; reviews progress and directs changes as needed.
- Interprets ordinances, regulations, standards, and criteria as they apply to new development, including designs, technical studies/reports, construction drawings, site plans, and subdivision plats. Makes proactive administrative decisions as specified in the municipal code.
- Conducts regular meetings with subordinate supervisors and employees.
- Maintains frequent contact with the City Manager and Community Development Director, keeping senior City leadership apprised of Department issues, activities, and programs.
- Performs other duties as required and/or assigned by the City Manager.

EXPERIENCE AND TRAINING:

Minimum Education: A degree from an accredited college or university with major course work in business management, construction management, public administration, civil engineering, or a closely related field is desired. Bachelor's degree preferred.

Job Requirements: A minimum of five (5) years of supervisory experience leading multiple teams with responsibility for regulatory compliance, planning, and infrastructure development and/or maintenance in a state, municipal, or county organization.

Valid Colorado Driver's License.

Valid Colorado Operator in Responsible Charge (ORC) Certification (or the ability to obtain)

Valid Commercial Driver License (CDL) (or the ability to obtain)

Preferred Special Training or Experience: Registration as a Professional Engineer with the Colorado State Board of Registration for Professional Engineers and Professional Land Surveyors, or the ability to obtain.

Work Experience in Positions Similar or Related to This Job: Requires a minimum of seven (7) years of increasing experience in the leadership, direction, and project management of infrastructure construction and maintenance projects.

Experience as a Public Works Director or Deputy Director preferred.

REPORTING RELATIONSHIPS:

This Position Reports to: City Manager

This Position has Supervisory and/or Management Responsibility for: All water distribution system, streets, parks, solid waste contract, stormwater, and grounds maintenance employees.

KNOWLEDGE, SKILLS, AND ABILITIES:

The following statements are illustrative of the job's essential functions and do not include other nonessential or peripheral duties that may be required. The City of Dacono retains the right to modify or change the duties or essential functions of the job at any time.

- Expert knowledge of the principles, practices, and requirements of public management and administration; public services management and administration; budget and personnel planning and administration; and the skill and ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- Strong knowledge of the development and implementation processes associated with short- and long-range plans involving operations, services, staffing, and financial goals and resources.
- Solid knowledge of management theory and practice and the skills to apply this knowledge in the selection, supervision, development/training, and performance evaluation of supervisors, professionals, and administrative personnel.
- Current knowledge and understanding of applicable state and federal laws; the City's home-rule form of government and municipal codes/ordinances; relevant areas of municipal civil liability; City personnel policies and procedures; department rules, regulations, and operating procedures; and the ability to apply that knowledge to perform essential job functions.
- Strong interpersonal, verbal, public speaking, and written communication skills; solid staff leadership; public relations skills; and the ability to effectively communicate and interact with individuals or groups of individuals of varying social, cultural, economic, professional, and educational backgrounds, including the ability to effectively interact with individuals who may be angry, argumentative, or disagreeable; the ability to act with tact, good judgment, and discretion; and maintain the confidentiality of matters as appropriate.
- Solid knowledge of civil engineering and administration principles and practices as applied to the design, construction, maintenance of public services facilities, and technical inspection service. Solid

knowledge of current and recent developments, literature, and sources of information regarding civil engineering and administration.

- Solid knowledge of applicable laws and regulatory codes related to the development and construction of public services, including relevant Colorado Department of Transportation (CDOT) standards and storm water and water distribution regulations/standards.
- Current knowledge of methods, materials, and techniques employed in public services construction and maintenance.
- Current knowledge of requirements and the skill and ability to supervise the preparation of engineering and public service and utility records and records management systems – current and archival.
- Ability to establish and maintain effective working relationships with other professionals, other organizations, and the general public and effectively communicate with town officials when needed.

EQUIPMENT USED:

Standard office equipment—includes computers and peripherals, copy machine, fax, telephone, two-way radio, calculator, and other related equipment. Also, may use/operate a variety of construction/maintenance/engineering instruments, tools, or equipment associated with this particular area of responsibility.

ENVIRONMENTAL CONDITIONS:

Approximately 40% of this position's duties are performed in the external environment, while the other 60% are performed in an indoor business office environment. The incumbent may be exposed to adverse weather conditions, odors, dust, mists, and gases daily while carrying out the responsibilities of the job.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving walking 20% of the time, standing 20% of the time, and sitting 60% of the time.
- Ability to grasp and manipulate office and similar other tools and materials.
- Ability to lift or carry up to 25 lbs. and push or pull up to 30 lbs.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish phone, voice, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity, including peripheral vision, depth perception, color vision, and far and near acuity, in order to observe all elements of the situation and document the results.
- Ability to use a computer for extended periods of time.
- Ability to operate machinery, equipment, and vehicles.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g., reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Multilingual ability is desirable. The ability to speak Spanish is particularly desirable.

To apply, please visit: <https://www.cityofdacono.com/923/Human-Resources>

Submit the Application Form, Cover Letter, and Resume to:

A.J. Euckert, City Manager

Dacono City Hall

512 Cherry Avenue

Dacono, CO 80514

AEuckert@CityOfDacono.com

303-833-2317 x134

The position will be open until filled, and a first review of applicants is expected during the week of June 13th.

Expected hiring range: \$92,000 - \$138,000

The City of Dacono provides generous benefits, including vacation, holiday, sick time, medical, dental, vision, life insurance, retirement plan contributions, and health savings accounts.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Dacono is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, national origin, sex, age, disability, or other status protected by law or regulation. We intend that all qualified applicants are given equal opportunity and that selection be based on job-related factors.

ABOUT DACONO

Small town friendly. Big city connections.

Established in 1908, we are a friendly community with small-town charm. While we are ready to transform and embrace growth, we intend to maintain our core values. We are a place where neighbors are friends and friends are family. We are a close-knit, growing, and vibrant community.

A lot has changed throughout our 109-year history, and a 21st century Dacono finds itself with great anticipation in the heart of a thriving Colorado economy and the midst of one of Colorado's fastest-growing counties.

We are right around the corner.

Centrally located and adjacent to I-25, we are 10 miles north of Denver, 44 miles south of Fort Collins, 28 miles northwest of Denver International Airport (DIA), and 21 miles northeast of Boulder. A quick trip around for work, travel, shopping, entertainment, arts, culture, recreation, and school.

For shopping and dining, you will find The Orchard Town Center offering everything from restaurants to burgers, Larkridge Shopping Center featuring an outdoor pedestrian mall, the Grove, with Cabela's as its anchor, and Furniture Row all about 15 minutes away.

By the numbers.

Located in southwest Weld County, with a growing population of 6,250 residents, Dacono is in one of the fastest-growing counties in the State of Colorado. We encompass nearly 9 square miles and foresee future growth that will expand our boundaries to 22 square miles. With climate that is cool and dry and an average of 242 days of sunshine each year, we boast pleasant daytime conditions even in the winter. The median home value is \$266,000 compared to more than \$497,000 in Boulder County, making Dacono an excellent value. Housing options range from starter to high-end and everything in between.

Bobby Redd, PE
[REDACTED]
Firestone, CO 80504

June 6, 2022

A.J. Euckert, City Manager
Dacono City Hall
512 Cherry Avenue
Dacono, CO 80514

Dear Mr. Euckert:

I am interested in the position with Dacono, as Director of Public Works.

I am a Professional Engineer capable of developing optimal solutions to complex problems while managing several work groups simultaneously. I am a forward thinker with innovative ideas to propel the developing community of Dacono into the future.

I have been employed with the City of Boulder for 6 years, where I have been involved with administration, coordination, & management of bridges, streets, maintenance, fleet, development review and capital improvement projects. I am trustworthy and maintain my integrity at all times.

During my tenure with the City, I have successfully managed design/bid/build construction projects as a civil engineer with Transportation Engineering. This work included cost analysis, budgeting, permitting and compliance. I also oversee the bridge asset management program, ranging from cyclical inspections, maintenance, repair & replacement of major & minor structures. I am registered as a Professional Engineer in Colorado.

I have managed employees as an interim superintendent with Transportation Maintenance. While fulfilling this role, I successfully performed the duties required to maintain various components of City infrastructure and supervised City staff.

In my previous positions with other employers, I also managed engineering staff & supervised an onsite field office & materials testing lab.

I am capable of preparing reports with attention to detail.

I am comfortable presenting to groups.

I am familiar with AutoCAD/Civil 3D, GIS and asset management software.

I am proficient with Microsoft Office and can learn new software systems.

I am confident that I am capable of performing the duties listed in the job description.

I welcome the opportunity to meet with you to discuss my qualifications for this position in more detail.

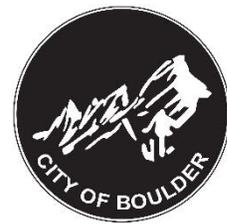
Thank you for your time and consideration.

Regards,

A handwritten signature in black ink, appearing to read 'Bobby Redd', written in a cursive style.

Bobby Redd, PE

Two solid black rectangular redaction bars covering contact information, likely a phone number and an email address.



Bobby Redd, PE

Civil Engineering

Professional summary

I have Project Management experience. I have assisted experienced engineers on various CIP projects throughout my career. I currently oversee the bridge asset management program for the City of Boulder. I am also involved in transportation design, maintenance & construction. I am capable of site layout, survey and grading. I am proficient with AutoCAD Civil 3D, WaterCAD, CulvertMaster, FlowMaster & Microsoft software. I have extensive construction management and engineering design experience.

Professional qualifications

PE – Colorado Licensed Professional Engineer (53432)

Education

Colorado State University

Graduated - Spring 2009

BS - Civil Engineering

Technical electives - Geotechnical, Hydraulics, Water Resources, Infrastructure, AutoCAD

Virginia Commonwealth University

Graduated – August 2001

BS - Mathematics/Operations Research

Alpha Kappa Lambda Fraternity

United States Air Force Academy

Summer 1995 – Spring 1997

General college courses, military and leadership training

(Private Pilot's License, Basic Training, Combat Survival Training, Parachuting)

Certifications & Training

ATTSA Traffic Control Technician

Portable Nuclear Density/Moisture Gauge

ACI Concrete Field Testing Technician

OSHA 40-Hour HAZWOPER

MSHA – Mine Safety and Health Administration

Safety First Aid/CPR

Memberships/Affiliations

ASCE – American Society of Civil Engineers

Employment History

City of Boulder – Transportation Engineering

Senior Civil Engineer (October 2021 – Present)

Civil Engineer II (February 2019 – October 2021)

Interim Transportation Maintenance Superintendent (February 2018 – February 2019)

Civil Engineer I (April 2016 – February 2018)

Boulder, CO

Manager: [REDACTED]

Engineering Duties: Bridge Asset Management, CIP, Design/Build, CDOT LA Transportation Projects
Maintenance Duties: Asphalt Patching/Pothole Repair, Alley/Bikeway/Median Maintenance, Develop Policies & Procedures, Supervise Employees, Annual Merit Reviews, Maintain Fleet, Manage Budget

Bobby Redd, PE

Employment History (continued)

AMEC Environment & Infrastructure

Civil Engineer

Denver, CO

April 2011 – April 2016

Unit Manager: Richard Weber

[REDACTED]
Duties: Resident Civil Engineer (CC&V Gold Mine), Geotechnical/Concrete Lab Manager

City of Loveland

Engineering Intern, May 2008 – May 2009

Public Works Engineering

Field Engineering Coordinator: Jeff Keil

[REDACTED]
Duties: Construction Inspection, Quantity Take-offs, Pavement Management

URS Corporation

Engineering Intern, Summer 2007

Richmond, VA

Project Manager: Joseph E. Hardee, Jr., PE

[REDACTED]
Duties: Inspection of Steel Highway Light Structures

Contact Information

[REDACTED]
[REDACTED]