



POSITION AVAILABLE

Public Works Department – Director of Operations **Public Works Department** **Town of Colchester**

Responsibilities – The Town of Colchester is seeking a full-time Director of Operations for the Public Works Department. The selected individual will be directly responsible for scheduling, supervision of and participate in snow and ice control activities; supervise in all phases of maintenance and improvements on Town roads and facilities during normal operating hours and overtime as necessary, in order to address natural or man-made emergencies. Prepare procedures, policies and training programs for highway, fleet, transfer station and grounds maintenance employees. Handle all matters concerning highway, fleet maintenance, and transfer station employees including, but not limited to, directing work, scheduling, evaluations and disciplinary action. On call for emergencies regarding Town of Colchester public highways, parks, and buildings and other infrastructure. Preparation of the annual budgets, administration of budgeted funds along with checking invoices and prepare requisitions for payment. Tree Warden Certification is preferred.

The selected individual must possess a valid Connecticut Class A operator's license, have passed CDL testing, and possess supervisory skills. Not less than four (4) years supervisory employment in the construction and maintenance field or an allied field is required. The selected individual will report to the Director of Public Works and administratively to the First Selectman.

Anticipated Hiring Salary Range commensurate with experience.

Reference is made to the job description of the position for more detailed information.

Closing Date – Qualified individuals should submit a completed Town of Colchester application with a resume to the First Selectman's office, 127 Norwich Avenue, Colchester, Connecticut 06415 by Thursday, January 28, 2021 at 4:30 p.m. Requests for job descriptions can be made at the Selectman's office or is available on-line at www.colchesterct.gov . The Town of Colchester is an Equal Opportunity Employer.

Posted: January 7, 2021