

## JOB ANNOUNCEMENT

### CITY OF UNALASKA DEPARTMENT OF PUBLIC WORKS *\*Office\**

*WE ARE AN EQUAL OPPORTUNITY EMPLOYER*

*The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply*

IN HOUSE POSTING: February 28, 2019  
TO THE PUBLIC: February 28, 2019

Department of Public Works is accepting applications for the position of **City Engineer**. The position is open for applications until filled.

**GENERAL DESCRIPTION:** Under the direction of the Director of Public Works, oversees engineering design, provides technical engineering support and is responsible for capital improvement project administration. Duties also include resolving public technical questions and developing engineering solutions for road, building, and utility maintenance projects.

**EXAMPLES OF WORK:** Review and oversee the designs and construction phases of capital improvement projects. Review and approve change orders, submittals, inspection reports, supervision of crews, budget management, and other construction documentation to ensure conformance with plans and specifications. Administer building permits. Responsible for various grant reporting and management for certain projects. Attends meetings and conferences. Responsible for employment supervision of Engineering Technician by conducting performance evaluations, initiating and administering personnel and disciplinary actions, interviewing and hiring, and resolving grievances.

**KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of standard civil engineering principles including: design, surveying, analysis, construction inspection, project engineering and management, and contract administration. Have knowledge of permitting and environmental regulations for construction projects. Ability to prepare and present complex technical reports, design and presentations to non-technical audiences. Is responsible for fiscal management of capital projects. Knowledge of the principles and practices of employment supervision including: employee development, performance evaluations, progressive discipline, and ability to identify training needs. Have ability to establish and maintain productive working relationships. Have strong written and oral communications, problem solving, organizational, and interpersonal skills. Ability to learn rules, regulations, ordinances, policies, procedures, and terminology used in a government environment. Ability to maintain professionalism under pressure: manage simultaneous tasks and projects, and to meet multiple deadlines. Must be proficient in a Windows environment, including Word, Excel, Outlook, GIS, Auto Cad, and computer-aided design.

**EDUCATION AND EXPERIENCE:** A Bachelors of Science in Civil Engineering with three years work experience as a professional engineer in construction management required, in government setting preferred. Have one year of supervisory experience, preferably in a government setting. Combination of education and experience that could provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.

**LICENSES AND SPECIAL REQUIREMENTS:** Possess a valid Alaska Drivers License or have the ability to obtain one. Alaska Registration as a Professional Engineer in Civil Engineering or ability to obtain. Position is subject to successful completion of a pre-employment drug test and back-ground check. Will remain current on the principals and practices of the engineering profession.

**TO APPLY:** Please submit a City of Unalaska application packet. Job description and necessary forms are available at City Hall, by calling the Department of Administration at 907-581-1252, or by downloading at [www.ci.unalaska.ak.us](http://www.ci.unalaska.ak.us). Return completed forms to Administration Department in City Hall; by mailing to P.O. Box 610 Unalaska, AK 99685, Attn: Department of Administration; by e-mail to [mmurdock@ci.unalaska.ak.us](mailto:mmurdock@ci.unalaska.ak.us); or by fax to 907-581-4469.

**PAY RANGE: \$69,244.68 – \$103,867.80 / year**

**Regular Full Time Position  
Excellent Benefits**

Work authorization identification must be presented within 3 days of employment (INS requirement).

All Applications are kept on file for 90 days.

Updated: Feb 2019