



Job Description

Job Title	Public Works Director	Department	Public Works
Reports to	City Manager	Salary Level	XI
Classification	Exempt	Revision Date	06.09.2017

I. General Description

The position is responsible for administering the Public Works Department and supervising the Public Works crew, functions and projects in the safest, most cost effective manner.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Plan, direct, manage, supervise and coordinate the administration and operations of the Public Works Department including the development and implementation of written policy procedures, work standards, and goal and objectives.
2. Administer and develop Public Works Budget, review preliminary budget and adjust items for conformance to anticipated needs and oversee capital projects.
3. Manage the operation and maintenance of backhoes, graders, light cranes, dozers, loaders, dump trucks, chainsaws, pumps and other small equipment.
4. Coordinate construction, maintenance and grading of gravel roads, shoulders, slopes and ditches. Supervise the repair and maintenance of culverts and gutters, asphalt, cement curbs, snow removal and sanding of all streets, parking lots and sidewalks belonging to the City. Maintain and operate the City water and sewer system, landfill site, shop, building and other Public Works functions and services.
5. Represents the department at Council meetings, meetings with other community officials, civic, agency, and business organizations to discuss department functions, coordinates joint activities and programs, identifies and facilitates joint resolutions to problems and issues related to the operations and services of the department.
6. Assists in workplace and facility training and safety programs; maintains programs to manage safety, certifications, professionalism, and proficiency of departmental staff. Conduct weekly safety meetings for the department.
7. Manages the required annual regulatory permits, for landfill, water and waste water; and ensures compliance with all permits and applicable rules and regulations.
8. Confer with suppliers and sellers; purchase and expedite Public Works orders for equipment, materials, and supplies. Authorize or approve department expenditures.
9. May be asked to review and approve bid documents; evaluate bids, quotes, and proposals; select and hires suppliers, contractors, and consultants in accordance with City ordinances, and prepare, administer, and monitor contracts and agreements as directed by the City Manager.



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10. Oversee development and administration of training programs to maintain proficiency, and professionalism of department staff.
11. Oversee department personnel matters and evaluations, assisting Human Resources Assistant with recruitment and selection of employees.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. All phases of construction, maintenance, repair and operation of public facilities, project and facility management and contract administration; repair of plumbing and heating systems. Some electrical and carpentry work is required.
2. Supervise the operation of heavy equipment in a safe and proper manner. Civil engineering skill most valuable.
3. Principles and practices of public administration and management, including budgeting, fiscal control, program planning and development, and strategic planning.
4. Principles and practices of employment supervision, including employee development, training, labor contract requirements, performance evaluations, and progressive discipline.

Skills and Abilities:

The position must demonstrate the following skills and abilities:

1. Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
2. Skill in reviewing and evaluating the work of subordinate staff to ensure high operational, safety, and service standards are met and maintained.
3. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public.
4. Ability to conduct necessary research and compile comprehensive reports; to plan, formulate, and execute policies and programs; to apply administrative concepts and practices to a variety of discrete functions.
5. Ability to analyze and solve complex organizational and administrative problems.
6. Personal computer skills, including word processing, spreadsheet, and database; motor vehicle, multi-line phone system, VHF radio, fax and copy machine.
7. Interact with the public in a courteous, helpful and professional manner.
8. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

This position can be a physically strenuous and demanding job. He/she will be occasionally lifting, pulling and working around heavy equipment and objects. This position will have to work in all weather, and must be prepared for both extreme heat and cold. The position occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.



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While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit.

This position 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, depth perception, and the ability to adjust focus.

VI. Education and/or Experience

Education:

1. High school diploma with some post-secondary training in engineering or a similar field.
2. Degree in civil engineering preferred or experience working with civil construction projects, desired.

Experience:

1. Minimum four years experience in public works management. Heavy construction management experience may be substituted for public works experience.

VII. Certification and Training

1. Must possess a current and insurable State of Alaska Driver's License, or ability to obtain one within 30 days of employment. CDL preferred.
2. Obtain through training for certificates and licenses must remain current for the duration of employment.
3. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

<u>Division</u>	<u>No. Employees</u>	<u>Direct Supervision</u>
Buildings and Grounds	2	Buildings and Grounds Foreman
Streets	2 ½	Public Works Foreman
Water and Wastewater	2	Public Works Director
Mechanic	2	Public Works Director
Landfill	2 ½	Public Works Director
Administration	1	Public Works Director

Water and Wastewater Operator I/Heavy Equipment Operator is a shared position between streets and water and wastewater operations.

Landfill Division has a seasonal landfill attendant position.

IX. Scope of Employment

Regular, full time employment, exempt position.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

Initials

Date

City Manager: _____
