



**CITY OF KODIAK**  
invites applications for the position of:

## **Public Works Director**

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| <b>SALARY:</b>       | \$41.49 - \$62.23 Hourly<br>\$3,319.20 - \$4,978.40 Biweekly |
| <b>DEPARTMENT:</b>   | Executive Department   |
| <b>OPENING DATE:</b> | 10/15/21   |
| <b>CLOSING DATE:</b> | Open Until Filled  |
| <b>DESCRIPTION:</b>  |  |

**City of Kodiak:** Kodiak is a home rule city with a council-manager form of government. The City of Kodiak is home to about 6,000 residents, with approximately 7,000 additional residents living in several communities on Kodiak Island. The economy of Kodiak is based on commercial fishing and seafood processing. Tourism, sport hunting and fishing, the aerospace industry, health care, and government employment also serve to strengthen Kodiak's economy. Kodiak is also home to the largest United States Coast Guard base in the nation. Kodiak is known the world over for its pristine and scenic beauty. Opportunities for outdoor sports and recreational opportunities abound with easy access to rivers, beautiful beaches, and hiking trails.

The City of Kodiak is recruiting for a full-time **Public Works Director**. This position is responsible for administering the Public Works Department crew, functions, and projects in the safest, most cost effective manner. The position is an executive level position that is exempt and reports to the City Manager.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- 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/objectives.
- Develop and administer Public Works operating and capital budgets and adjust items annually for conformance to anticipated needs and oversee capital projects of the department in coordination with Engineering Department.
- Represents the department at Council meetings, meetings with other community officials, agencies to discuss department functions, coordinates joint activities and programs, troubleshoots problems and issues related to the operations and services of the department.
- In cooperation with road maintenance staff, coordinate construction, maintenance, grading and snow removal of all city streets.
- Oversees development and administration of facility training and safety programs; maintains programs to manage safety, certifications, professionalism and proficiency of departmental staff. Conducts routine safety briefings for the department.
- Review and approve bid documents; evaluate bids, quotes and proposals; selects and hires suppliers, contractors and consultants in accordance with City ordinances. Prepare, administer and monitor contracts and agreements as directed by the City Manager.
- Manages required annual regulatory permits for water and waste water and ensures compliance with all permits and applicable rules and regulations.

- Oversees department personnel matters of professional and managerial staff to include, but not limited to: prioritizing and assigning work; developing policies and procedures; performance evaluations; ensuring employees follow policies and procedures; ensuring staff are trained; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

**Knowledge, Skills and Abilities:**

This position requires proficiency in the following areas:

- Principles and practices of supervision including employee development, training, personnel rules including performance evaluations and progressive discipline.
- Principles and practices of public administration and management, including budgeting, fiscal controls, project planning and management.
- High level of proficiency in all levels of construction, operation and maintenance of public works facilities and contract administration.

This position must demonstrate the following skills and abilities:

- Ability to communicate effectively both orally and in writing with employees, consultants, government agencies, City officials and the general public.
- Effective problem-solving skills and interpersonal skills.
- Ability to conduct research and compile comprehensive reports; to plan, formulate and execute policies and programs; to apply administrative concepts and practices to a variety of functions.
- Ability to analyze and solve complex organizational and administrative problems.
- Proficiency with Microsoft Office Suite applications (Outlook, Word, Excel, Access).
- Interact with the public, co-workers, outside agencies and vendors in a courteous, responsive and professional manner.

**MINIMUM QUALIFICATIONS:**

Must have obtained a high school diploma or General Educational Development (GED). Eight to ten years of progressively responsible professional experience directly related to area of assignment; including at least five years of executive management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must have a valid Alaska driver's license or ability to obtain one within 30 days of employment.

**Preferred Qualifications:**

- Degree in public administration, business administration, engineering or related field
- State of Alaska Water/Wastewater certifications
- Commercial driver's license (CDL)

Salary is based on qualifications and experience.

**SUPPLEMENTAL INFORMATION:**

**Physical Requirements:** The position involves sedentary work, but can be physically strenuous and demanding at times. Occasionally lifting, pulling, and working around heavy equipment and objects.

**Working Conditions:** Work is performed in both an office environment and outdoor. This position must be prepared to work in all weather conditions. The position occasionally works near moving mechanical parts; is occasionally exposed to fumes, odors, dusts, poor ventilation, chemicals, inadequate lighting, and noises. Non-traditional work hours are necessary.

**Interested individuals should submit:**

- **Completed application**

- *Letter of interest*
- *Resume*
- *Professional References*

**FIRST REVIEW of applications on November 12, 2021.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.city.kodiak.ak.us/hr>

Position #21-00029  
PUBLIC WORKS DIRECTOR  
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710 Mill Bay Road  
Kodiak, AK 99615  
907-486-8653

[hr@city.kodiak.ak.us](mailto:hr@city.kodiak.ak.us)

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