



CITY OF
UNALAKLEET

P.O. Box 28
Unalakleet, Alaska 99684
PH: (907) 624-3531
FAX: (907) 624-3130

JOB VACANCY

JOB TITLE: Public Works Director

REPORTS TO: City Administrator

OPEN: April 15, 2022

CLOSED: UNTIL FILLED

JOB PURPOSE: To supervise and oversee all Public Works operations including the Public Works employees, the maintenance and repair of water and sewer systems, streets, baler, landfill, motor vehicles and equipment, water treatment plant and all City owned facilities.

DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

- 1. Administration:** Oversees all Public Works employees and operations in accordance with City policies and procedures. Ensures that all projects are completed effectively, efficiently, and expeditiously. Ensures that written records and required monthly reports are completed in a timely fashion and submitted to proper agencies before deadline due dates. Attend City Council monthly meeting to give report of public works projects and activities. Maintains professional confidentiality.
- 2. Supervision:** Provides leadership to Public Works employees and coordinates department duties such as water, sewer, streets, city shop, facilities, and water plant. Delegates specific tasks to designated crews and/or employees required, as necessary. Ensures safe and efficient operation of all repairs and maintenance. Train and share knowledge and skills with appropriate employees to ensure cross-training and complete coverage of duties.
- 3. Purchasing:** Assesses equipment and inventory needs for the department operations and projects. Purchases supplies according to budget allowances. Maintains accurate and detailed inventory and records of all purchases for the department.
- 4. Operations:** Confers with City Administrator on projects and workload on a daily basis. Assist crews by operating heavy equipment as needed. Ensures that equipment is used and maintained/serviced properly and kept in good working condition. Establishes and follows daily, weekly, monthly, and seasonal schedules of tasks and duties.
- 5. Safety and Security:** Observes and directs corrective action of safety hazards. Ensures that all employees observe and perform work in a safe manner following OSHA guidelines and directives. Ensures that all employees wear protective equipment furnished by the City during work hours. Holds monthly safety meetings with all Public Works employees.

6. **Teamwork and Cooperation:** Performs other duties as required or assigned. Works cooperatively with other employees, external agencies, and the public.
7. **Technology and Innovation:** Incorporates technology and advances in electronic monitoring to increase the efficiency of operations. Assists the water plant operator with developing and installing new methods and technics that streamline processes.

KNOWLEDGE, SKILLS, and ABILITIES

1. Requires extensive background in and knowledge of all systems, structures, and operation procedures for Public Works. Requires comprehensive skills necessary for direction and efficient completion of all projects, emergency, and routine.
2. Requires successful leadership skills and the ability to coordinate numerous projects. Requires knowledge of safety standards and construction regulations. Requires good interpersonal skills, both written and verbal, to communicate effectively with employees and the public.
3. Requires detailed knowledge of all supplies and equipment required for the operation of all Public Works projects and ability to assess inventory needs. Requires organizational skill in prioritizing purchases and the ability to make prudent decisions according to budget allowances.
4. Requires some accounting skills to organize and maintain annual Public Works budget for a variety of projects and the ability to make provisions for unforeseen emergencies. Makes recommendations to operate department more efficiently and effectively.
5. Has or can get a Commercial Driver's License. Requires experience in operating heavy equipment and ability to direct employees and operate equipment simultaneously. Requires ability to understand construction blueprints and ensure proper completion of projects according to specifications.
6. Requires Level One Water Treatment Plant Operator Certificate or ability to obtain Level One certification within 2 years of employment. Continue with acquiring necessary trainings to expand knowledge of position and obtain higher level certification in all aspects of Public Works.
7. Requires ability to perform various job-related duties, a strong sense of teamwork, and ability to work cooperatively with others.

Position is salaried depending on experience. The City of Unalakleet is an at-will and EOE employer.

Please submit an application and resume to be considered for this position. Application and resume may be submitted via mail, fax, in person, or by email.

City of Unalakleet
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