



JOB DESCRIPTION – PUBLIC WORKS DIRECTOR

Job Title	Public Works Director	Department	Public Works
Reports to	City Manger	Salary Level	XI
Classification	Exempt	Revision Date	03.23.2023

I. General Description

The position is responsible for administering and supervising the Public Works Department and personnel, which includes the Shop, Landfill, Water/Wastewater, Streets, Buildings and Grounds, and Admin.

II. Reasonable Accommodations

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

- Plan, direct, manage, supervise and coordinate the administration and operations of the Public Works Department including the development and implementation of written policies, procedures, work standards, goals, and objectives.
- Administer and develop Public Works budget. Review preliminary budget and adjust items for conformance to anticipated needs and oversee capital projects.
- Review and authorize department expenditures.
- Evaluate bids, quotes and proposals related to Public Works. Assist in the approval, selection and hiring of suppliers, contractors, and consultants in accordance with City ordinances.
- Prepare, administer, and monitor contracts and agreements as directed by the City Manager.
- Manage the operation and maintenance of heavy equipment including, backhoes, graders, light cranes, dozers, loaders, dump trucks, chainsaws, pumps, and other small equipment.
- Coordinate construction, maintenance, and grading of gravel roads, shoulders, slopes, and ditches.
- Supervise the repair and maintenance of culverts, gutters, asphalt, cement curbs, snow removal, 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.
- Conduct weekly safety meetings for the department.
- Administer workplace, facility training and safety programs; maintain programs to manage safety, certifications, professionalism, and proficiency of departmental staff.
- Manage the required annual regulatory permits, for landfill, water, and wastewater; and ensure compliance with all permits and applicable rules and regulations.



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- Work with Human Resources on department personnel matters. Make recommendations regarding appointments, promotions, suspensions, and dismissal of department employees.
- Assist Human Resources with recruitment and selection of employees.
- Assist Public Works staff as needed.
- Attend City Council and other meetings as required.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

- All phases of construction, maintenance, repair and operation of public facilities, project and facility management and contract administration; repair of plumbing and heating systems.
- Basic knowledge of electrical and carpentry work is required.
- Hazardous Materials (Hazmat) disposal and waste compliance programs.
- Safe practices for the operation of heavy equipment.
- Civil engineering skills desired.
- Principles and practices of public administration and management, including budgeting, fiscal control, program planning and development, and strategic planning.
- Principles and practices of employment supervision, including employee development, training, labor contract requirements, performance evaluations, and progressive discipline.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public.
- Skill in reviewing and evaluating the work of subordinate staff to ensure high operational, safety, and service standards are met and maintained.
- 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 functions.
- Ability to analyze and solve complex organizational and administrative problems.
- Personal computer skills, including word processing, spreadsheet, and database; motor vehicle, multi-line phone system, VHF radio, fax and copy machine.
- Interact with the public, co-workers, outside agencies, and vendors in a courteous, helpful, and professional manner.



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V. Work Environment and Physical Effort

This position can be a physically strenuous and demanding job. There will be occasional 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.

While performing the duties of this job, the employee is regularly required to walk; use hands to 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:

- High school diploma with some post-secondary training in engineering or a similar field.
- Degree in civil engineering preferred or experience working with civil construction projects, desired.
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Experience:

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

VII. Certification and Training

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

VIII. Supervisory Responsibility

Public Works staff.

IX. Scope of Employment

Regular, full-time, 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:	_____	_____