

JOB ANNOUNCEMENT PUBLIC WORKS DIRECTOR

City of Craig Job Description

Department: Public Works

Title: Public Works Director

Grade: 12+; \$65K to \$75K + DOE

Salaried Department Head

Immediate Supervisor: City Administrator

GENERAL PURPOSE OF CLASSIFICATION AND SUMMARY OF RESPONSIBILITIES

The Public Works Director is considered a working department head. Under policy direction from the City Administrator, plans, organizes, directs, manages and integrates the City's public works and utilities activities and functions; provides professional assistance to City management in areas of expertise including: engineering experience preferred, municipal water distribution and treatment, wastewater collection and treatment, solid waste collection, fleet maintenance and street maintenance, capital improvement projects, fiscal budget development and management.

MINIMUM QUALIFICATIONS

The Public Works Director must have a high school diploma and ten (10) years of progressively more responsible public sector work experience and construction equipment operation, utility related work experience including at least three (3) years of proven and satisfactory supervisory responsibility.

Knowledge of:

Theory, principles, practices and techniques of public works, municipal water treatment and distribution, wastewater treatment and collection, and public works and utilities maintenance functions; applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council; the City's personnel rules and policies; principles and practices of management, supervision and Alaska health and safety codes.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with major course work in civil engineering and ten years of progressively responsible civil engineering and public works or utilities experience, at least three of which were at a management and supervisory level; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this classification may substitute.

Licenses, Certificates, Special Requirements

Required

- Obtain Valid State of Alaska Commercial Drivers License, Class A/CDL within six months of appointment
- Basic First Aid
- CPR

Special

- Ability to work out doors in inclement weather for extended periods of time as required by work assignment

Recommended State of Alaska Certifications (or higher)

- Water Treatment Level II
- Wastewater Treatment Level II
- Water Distribution Level II
- Wastewater Collection Level II
- or ability to obtain within two (2) years

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Plans, organizes, controls, integrates and evaluates the work of the Public Works Department.
- Develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and Council priorities.
- Directs the development of and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

- Supervises, directs and evaluates the performance of assigned staff, processes employee concerns and problems, counsels, takes disciplinary action up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies, interviews and selects new employees
- Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.
- Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance, operation and repair of the City's street, vehicle, water and wastewater system infrastructure including solid waste collection.
- Operates, maneuvers and/or controls the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures
- Ensures adherence to established safety procedures, monitors work environment and use of safety equipment to ensure safety of employees and other individuals, initiates any actions necessary to correct deviations of violations.
- Coordinates daily work activities: organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations and provides technical expertise; coordinates staff training activities.
- Consults with City Administrator, City Council or other officials to review department operations/activities, review/resolve problems, receive advice/direction and provide recommendations
- Confers with and advises City Administrator on issues, problems or challenges impacting the City and/or public works functions
- Attends and makes presentation at City Council meetings.
- Coordinates department projects and activities with other City departments, outside agencies, or others as needed
- Develops and implements departmental budgets, monitors expenditures to ensure compliance with approved budget.
- Assists in development and implementation of departmental capital improvements program.
- Analyzes reports, information and statistical data to determine trends, needs and resources that affect the City and the department.
- Evaluates, researches and monitors emerging technologies, laws/regulations, trends or issues which will/may affect the City utilities

- Provides information and assistance related to department programs, services, procedures or other issues: provides technical advice/expertise to City officials and other City departments/staff.
- Responds to complaints and questions related to department operations from City Council, peers, staff, contractors and citizens
- Provides information, researches problems/complaints and initiates corrective action to resolve problems.
- Performs administrative tasks, prepares reports of department operations and activities
- Prepares or completes various forms, reports, correspondence, budget documents, operations reports, project schedules, capital improvement program plans or other documents.
- Receives various forms, reports, correspondence, time sheets, personnel action requests, job applications, accident/injury reports, invoices, budget reports, revenue reports, operations reports, technical reports, specifications, contracts, agreements, agendas, council reports/actions, capital improvement plans, facility plans, emergency operations plans, engineering/architectural drawings, as-built drawings, project specifications, studies, maps, codes, policies, procedures, standards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, heavy equipment, personal computer, general office equipment or other equipment as necessary to complete essential functions to include: the use of word processing, spreadsheet, database, desktop publishing, CAD, email, Internet, or other computer programs.
- Purchases materials, parts, supplies and equipment to support departmental objectives
- Communicates with City officials, employees, volunteers, other departments, other municipalities, attorneys, consultants, developers, contractors, engineers, architects, vendors, the public, civic groups, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction.
- Attends meetings, serves on committees, and makes presentations as needed; represent the City and/or the Public Works Department at various municipal, regional, state other agency meetings; represents the City at various community events as needed.
- Responds to utility emergency situations
- Maintains a comprehensive, current knowledge of applicable laws/regulations, maintains an awareness of new trends and advances in the profession, reads professional literature, maintains professional affiliations, attends workshops and training sessions as appropriate

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to:

- Sit, talk and hear, both in person and by telephone,
- Use hands to finger, handle, feel or operate standard office equipment and construction equipment
- Reach with hands and arms
- Comply with Drug Free Workplace Rules

The employee is frequently required to stand and walk.

Specific vision abilities required by this job include:

- Close vision
- Color vision and
- The ability to adjust focus

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to:

- Use written and oral communication skills
- Observe and interpret situations
- Read and interpret data, information and documents
- Analyze and solve complex problems
- Perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, basic geometric principles and calculations and statistics
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Work with frequent interruptions and
- Interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical indoor office conditions and typical outdoor construction conditions; the noise level varies.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include: data entry, making copies, sending/receiving faxes, maintaining records and files, taking messages for staff, freight pickup and delivery and processing incoming/outgoing mail. Performs other related duties as required.

HOW TO APPLY

Submit a resume/ work history and cover letter to the City of Craig at info@craigak.com; or by U.S. Mail to City of Craig PO Box 725 Craig, AK 99921.

The City of Craig, Alaska, is an Equal Opportunity Employer. A pre-employment drug screen is required as a condition of employment.