



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## JOB DESCRIPTION

GENERAL INFORMATION			
<b>JOB TITLE</b>		<b>PAY GRADE</b>	<b>DEPARTMENT</b>
Public Works Director		Non-Rep Matrix Grade 41	Public Works
<b>CLASS CODE NUMBER</b>		<b>EFFECTIVE DATE</b>	<b>REPLACES JOB DESCRIPTION DATED</b>
5170		August 8, 2024	October 2017
<b>FLSA DESIGNATION, SELECT ONE</b>		<b>IF UNION-REPRESENTED, SELECT ONE</b>	
<input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		<input type="checkbox"/> ASEA <input type="checkbox"/> PSEA <input type="checkbox"/> IBEW <input type="checkbox"/> IAFF	

PRIMARY PURPOSE OF JOB
<p>The primary purpose of this position is to manage the overall operations of the Public Works Department ("PW") by developing, planning, organizing, and directing all activities of the department, including overseeing multiple divisions such as Building Engineering, Water/Wastewater, Solid Waste, Streets, Grounds and Parks Maintenance, Central Garage, Building Maintenance, and Capital Construction.</p> <p>Under the supervision of the Municipal Administrator, the PW Director exercises independent judgment and discretion in the leadership and management of all aspects of the PW Department's staff, operations, and compliance. The PW Director directly supervises two or more employees and is responsible for the supervision of all department staff if delegated to other managers or supervisors.</p> <p>The PW Director is a management employee who assists and acts in a confidential capacity to the Municipal Administrator, Assembly, Municipal Attorney, and other department heads who formulates, determines, or effectuates management policies.</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Assigns, prioritizes, supervises, motivates, and evaluates the work of staff directly supervised</li> <li>• Oversees the performance by all other department staff supervised by others who report directly to the PW Director</li> <li>• Maintains final authority, subject to review by the Municipal Administrator, on all department staff personnel actions and disciplinary decisions</li> <li>• Provides administrative oversight and direction for all projects and activities within the department</li> <li>• Prepares and implements strategic planning</li> <li>• Manages large-scale projects in addition to managing day-to-day operations</li> <li>• Sets priorities, monitors, and approves expenditures for capital construction programs</li> <li>• Identifies, analyzes, and answers questions, and resolves problems or conflicts within the department and between other departments, outside governmental agencies, contractors, and the public</li> </ul>

- Prepares, recommends, and provides operational justification for the department's annual budget to the Municipal Administrator and Assembly
- Approves and monitors the expenditure of funds within the parameters of the approved budget
- Advises the Municipal Administrator and the Assembly regarding the status of Public Work's legal and operational obligations, ongoing activities, and accomplishments
- Develops and provides policy direction to employees to ensure financial, technical or operational, and legal compliance
- Coordinates Public Works activities with various boards, commissions, other departments, the Assembly and the public
- Directs construction and maintenance activities according to approved budgets, contracts, applicable policies, and operational best practices
- Performs other duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### Knowledge of:

- All phases of civil engineering design, analysis, construction, inspection, project management and contract administration;
- Local, state, and federal laws, statutes, ordinances, assistance, and grant programs applicable to Public Works projects;
- Current techniques, principles, and best practices of planning, building code enforcement, and financial management within a municipality;
- Current practices and principles involved in public administration

### Skills in:

- Operating a personal computer using standard software, such as Word, Excel, PowerPoint, Outlook, and other customized engineering and maintenance management software
- Researching current best policies, procedures, and practices related to public works and municipal engineering to prepare analysis and proposals
- Managing short- and long-term projects
- Communicating and dealing with a variety of people with various, and sometimes competing interests, calmly and professionally, and maintaining a positive working relationship
- De-escalating potential or actual conflict
- Conducting public outreach and engagement
- Working with the media and maintaining public relations
- Presenting and public speaking, explaining complex and sometimes controversial topics to a wide audience
- Analyzing complex problems and developing innovative solutions
- Problem solving to deal with a variety of community and staff needs and issues
- Multi-tasking with strong attention to detail
- Decision making as a manager in a diverse operation
- Supervising a diverse team of professional, technical, and support staff

### Ability to:

- Recognize and maintain confidential information
- Work effectively with elected officials, department heads, representatives of other agencies, employees, and the general public

- Communicate well with others, both orally and in writing, using both technical and non-technical language
- Understand and follow oral and written policies, procedures, and instructions
- Prepare and present accurate and reliable reports containing findings and recommendations
- Use logical and creative thought processes to develop solutions according to written specifications and oral instructions
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Quickly learn and put to use new skills and knowledge

#### **MINIMUM QUALIFICATIONS**

- Bachelor Degree in Engineering, Public Administration, Civil Engineering, or related field; and
- Ten (10) years of work experience in public works, public utility operations, such as water/wastewater, and municipal capital projects; and
- Two (2) years of experience as a Public Works Director or similar management position, in Alaska preferred; and
- Civil Engineering degree, extensive experience, and Alaska licensure preferred; or
- Any equivalent combination of experience, education, and training which provides the knowledge, skills, and abilities necessary to perform the work

#### **OTHER JOB REQUIREMENTS OR EXPECTATIONS**

- Attendance at relevant committee and commission meetings as well as Assembly meetings which may occur after regular work hours

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

##### Working Conditions:

- Work is performed in a general office environment about 90% of the time
- Work is performed outdoors, often in inclement weather with related hazards, about 10% of the time

##### Specific Physical Requirements:

- Operating office equipment requiring repetitive hand movement and fine coordination using a computer and keyboard on a daily basis
- Sitting at desk for prolonged periods of time while using a computer, in meetings, and performing other tasks during the work day
- Occasionally lifting up to 50 pounds with or without assistance using proper equipment
- Some standing, bending, reaching, and climbing

##### General Physical Requirements:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate well with other employees and the general public
- Sufficient vision or other powers of observation which permits the employee to review written materials and inspect utility work and work locations
- Sufficient manual dexterity which permits the employee to operate a computer keyboard and use small tools
- Sufficient personal mobility and physical reflexes which permits the employee to visit and inspect a wide variety of work sites and CBS locations

**JOB DESCRIPTION APPROVAL – CITY AND BOROUGH OF SITKA**

This job description has been reviewed and approved.

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_

**HUMAN RESOURCES SIGNATURE:** \_\_\_\_\_

**MUNICIPAL ADMINISTRATOR SIGNATURE:** \_\_\_\_\_

**JOB DESCRIPTION EMPLOYEE ACKNOWLEDGEMENT – FOR HUMAN RESOURCES USE ONLY**

I have read and understand this job description, which describes the primary purpose, duties, responsibilities, working conditions, and physical requirements of this position.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_