



Department:	Public Works
Supervisor:	PW Director
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Revision Made By:	S. Giesbrecht & CC
Revision Reviewed & Approved by:	SG
Employment Status:	Department Head
Date Provided to Bargaining Unit	N/A

Job Description

PUBLIC WORKS ASSISTANT DIRECTOR

Definition

This job exists to assist with the direction and coordination of activities and functions for the several units of the Department of Public Works, including Water, Sewer, Sanitation, Streets, Motor Pool, Building Maintenance and capital improvement projects related to departmental functions. This employee exercises considerable independence in working with supervisors and managers of other Borough departments on problems relating to Public Works activities. The work involves representing all major program areas of the department in liaison activities and to coordinate special projects across divisions. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty. Work is performed under the general direction of the Public Works Director, and performance is evaluated through reports and conferences.

Supervision Received

Work is performed under the general direction of the Public Works Director, and performance is evaluated through reports and conferences.

Supervision Exercised

Under the direction of the Director, the Assistant Director helps manage the performance of all Public Works, Building Maintenance, Motor Pool, Water, Wastewater and Sanitation employees. The Assistant Director, at the discretion of the Director, hires, evaluates and directs the Public Works staff and public works departmental supervisors.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Acts on the Public Works Director's behalf by assignment or delegation in director's absence;

Develops and interprets policy and provides staff direction on implementation of policies and procedures;

Coordinates with supervisors responsible for Water, Sewer, Sanitation, Streets, Building Maintenance and Motor Pool functions;

Provides for administrative, technical, clerical, mechanical and physical support for divisional and departmental operations;

Reviews plans for present and future programs and needs including equipment and facility requirements;

Reviews technical reports, budget estimates and contracts;

Prepares, interprets and explains complex financial and administrative reports;

Directs and participates in management studies and analyzes programs and problems;

Negotiates contract terms and enforces warranty and contract agreements;

Interacts with other Borough departments and represents the Borough when dealing with federal, state and local agencies and media regarding Public Works Department operations and issues;

Serves on and leads various interdepartmental project groups and special project committees;

Assists with evaluation and improvement of information systems that will identify the best time to repair or replace equipment to gain maximum use at minimum cost;

Assists with Motor Pool functions including: equipment procurement; equipment evaluation; vehicle/equipment allocation; replacement scheduling; and repair and operational issues requiring administrative oversight and/or approval.

Assists in formulating capital improvement plans, preparation and justification of departmental budget requests and administering adopted budgets;

Formulates policies for consideration by the Public Works Director, Manager and Assembly, in consultation with departmental managers for maximum utilization of available financial resources through appropriate allocations of labor, equipment, contractors and vendors;

Helps formulate ordinances pertaining to departmental operations;

Manages the preparation of engineering plans and specifications, bidding, selection of contractors and vendors. Oversees projects to ensure contractor compliance with plans, specifications, and time and budget parameters for projects;

Participates in the review of plans for private development projects for compliance with codes, regulations and standards, adequacy of permit applications and compliance with approved plans;

Assists in the training of departmental personnel in public works systems, techniques and safety.

Updates and maintains “as built” record plans for sanitary sewer, water, storm drainage, street systems, buildings and facilities owned by the borough;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

Performs other duties as assigned.

Distinguishing Characteristics

The work of the Assistant Director classification includes the knowledge of principles, practices and problems of: public administration; municipal finance, budget and control; leadership, personnel administration; construction management; federal, state and local laws; regulations pertaining to Borough and Public Works Department operations; mechanical and electrical systems, both vehicle- and land-based; Municipal Water and Wastewater systems and Road construction and site work/preparation.

The Assistant Director must have the ability to: perform a broad range of supervisory responsibilities over others; evaluate technical information and statutes and arrive at valid recommendations based on the data; communicate orally with customers, clients, and the public using a telephone or in a one-to-one or group setting; comprehend and make inferences from written materials; work cooperatively with others; produce written documents with clearly-organized thoughts with proper sentence construction, punctuation, and grammar; provide leadership in implementing borough and department policies and programs; work safely without presenting a direct threat to self or others. Physically capable of operating motor vehicles safely; possess a valid driver's license; and have an acceptable driving record.

Working Conditions

Employee performs over 50% of duties in a seated position in an office environment. Employee may be exposed to physical hazard from heavy equipment or falling objects at the sites of Public Works projects. This job requires the employee to stand, walk, to use hands and fingers, to handle, feel or operate objects, tools or controls and to reach with hands and arms. This employee is required to sit, climb and balance; to stoop, kneel, crouch and crawl and to talk and hear. The job requires visual acuity, depth perception and color vision. There is an occasional requirement to lift and/or move up to 100 pounds. The noise level in the work environment is generally quiet.

Qualifications

Must possess a current and insurable State of Alaska Driver's License.

Physically capable of operating motor vehicles safely.

Five years of responsible experience in planning, organizing and directing a public works or related operation, including three years in an administrative and supervisory capacity.

A bachelor's degree in public administration or a related field is desired.

Experience writing successful grant applications and working with a state department of transportation is also desired.

Other combinations of education and experience may be substituted that demonstrate competency in the desired knowledge, skills and abilities for this position.

Ability to establish and maintain effective working relationships with fellow employees and the public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date