



## **JOB ANNOUNCEMENT**

### **POSITION TITLE:**

Public Works Director with Public Works Department

### **POSITION LOCATION:**

The Public Works Director position is based in Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION:**

Contractual, Exempt, Full-Time, Hours may vary.

### **JOB SUMMARY:**

The Public Works Director is responsible for planning, directing, managing, and overseeing the activities, projects and operations of the Public Works Department including Operations and Maintenance Division, Motor Pool Division, Bulk Fuel Utility, Electric Utility, Water and Wastewater Utilities, and Refuse Utility. The Public Works Director coordinates assigned activities with other City departments and outside agencies and provides highly responsible and complex administrative support to the City's administration.

The Public Works Director works under the direct supervision of the City Manager. The Public Works Director position involves frequent contact with division, department, and City employees, the general public, and other local entities. Close attention to the safety of the work environment is required. This position must present a professional look

### **ESSENTIAL JOB FUNCTIONS:**

1. Carry out the duties and responsibilities of the Department under the supervision and control of the City Manager.
2. Assume full management responsibility for all Public Works Department services and activities including Operations and Maintenance Division, Motor Pool Division, Bulk Fuel Utility, Electric Utility, Water and Wastewater Utilities, and Refuse Utility; recommend and administer policies and procedures.
3. Select all Department employees, but all such appointments and the number thereof shall require the prior written approval of the City Manager. The Public Works Director evaluates and documents the performance of all subordinate employees, administers the personnel rules of the City to ensure the fair treatment of all employees, administers and documents disciplinary actions, and fires employees with the prior written approval of the City Manager.
4. Direct the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.
5. Establish, within City policy and annual budget, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
6. Plan, direct and coordinate Public Works Department services and projects; review and evaluate work methods and procedures; meet with City Administration to identify and resolve problems.
7. Assess and monitor workloads, support systems, and internal reporting; identify opportunities for improvement; direct and implement changes.
8. Serve as one of the City's resources for technical engineering expertise.
9. Develop and maintain service data and prepare for analysis and reporting to the City Manager and City Council and recommendations for Department funding and planning.
10. Prepare, process, and maintain a variety of written reports and records pertaining to Department activities and services.
11. Approve timesheets and leave requests for assigned personnel for submission to Finance.



12. Train, motivate and evaluate Department personnel; provide for coordinate staff training; work with employees to correct deficiencies; and promote career development.
13. Represent the Public Works Department to other City departments, City Council and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
14. Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary in accordance with Chapter 4.15 CCO,
15. Prepare, process, and maintain a variety of written reports and records pertaining to Department activities and services.
16. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
17. Other duties and responsibilities as may be assigned by the City Manager and/or described in an approved job description.

**REQUIRED QUALIFICATIONS:**

1. Must have a high school diploma or GED.
2. Must be at least twenty-one (21) years of age.
3. Must hold a valid Alaska driver's license or have the ability to acquire one within 30 days of hire. Must have a clean driving record.
4. Must have 8 years of increasingly responsible experience in public works management, construction, or a related field, including four years of administrative and supervisory responsibility.
5. Proven record of leadership, strong interpersonal skills.
6. Knowledge of operational characteristics, services, and activities of a comprehensive public works program.
7. Must possess management skills to analyze programs, policies, and operational needs.
8. Knowledge of construction techniques involving streets and roads, water and wastewater system, refuse system, and/or electrical generation/distribution systems.
9. Knowledge of principles and procedures of facility maintenance.
10. Knowledge of principles and practices of program management, development, and administration.
11. Knowledge of principles and practices of municipal budget preparation and administration.
12. Knowledge of principles of supervision, training and performance evaluations.
13. Must be able to understand and interpret technical information.
14. Must possess intermediate level or higher computer skills.
15. Must be able to pass pre-employment substance abuse testing and background check.
16. Knowledge of occupational safety and hazard prevention practices.
17. Must possess excellent communication skills, both written and verbal.
18. Possess FEMA ICS 100, 200, 700, 800 certificates.
19. Must submit to a criminal and financial background check and be free of any disqualifying convictions or activities.
20. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
21. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
22. Other combinations of education and experience that could provide the competencies, knowledge, skills and abilities listed.

**PREFERRED QUALIFICATIONS:**

1. Bachelor's Degree in civil engineering or related field.
2. Experience in rural Alaska, off the road system.

**SALARY AND BENEFITS:**

This is a salaried position beginning at \$92,019.20 to \$138,028.80 per year, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, medical insurance, annual leave, sick leave, partially subsidized housing, moving expense assistance and other benefits as may be negotiated with the City Manager and standard City of Saint Paul benefits per City ordinance.

**RELOCATION AND HOUSING:**

A relocation allowance will be provided. Airfare to Saint Paul Island will be provided. Housing accommodations will be made available. Rent is \$750.00 per month plus utilities (electric, water, sewer, refuse, home heating fuel and taxes).

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk at [mbaker@stpaulak.com](mailto:mbaker@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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