



Department:	Public Works
Supervisor:	Borough Manager
Prior Revision Date:	12-01-2013
Last Revision Date:	January 2018
Revision Made By:	S. Giesbrecht
Revision Reviewed & Approved by:	SG
Employment Status:	Department Head
Date Provided to Bargaining Unit	N/A

Job Description

PUBLIC WORKS DIRECTOR

Definition

Plans, directs, and coordinates the activities of the Public Works Streets Division, Motor Pool, and Sanitation.

Supervision Received

The Public Works Director reports directly to the Borough Manager.

Supervision Exercised

Manages the performance of all Public Works, Motor Pool, and Sanitation employees.

Hires, fires, evaluates and directs the departmental staff with assistance from the 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.)*

Responsible for construction, maintenance, repair, and operation of municipal public works, including streets, motor pool, refuse collection, and landfill operations.

Responsible for construction, maintenance, and repair of water and wastewater mains and services.

Responsible for the annual development and administration of the overall budgets for the above-named departments and capital project budgeting for projects that involve public works functions or departments.

Responsible for building maintenance at the following locations: Municipal Building; all structures at the Public Works complex; Clausen Museum; the Water Plant; the Wastewater Plant; and the Sanitation Department baling facility.

Procures equipment, supplies, and services according to current Borough policies and ordinance.

Plans for future Borough development. Plans the operational and capital improvement budgets of the above-named departments.

Seeks financial assistance from various entities and agencies for the funding of capital projects or public works departmental programs.

Acts as the Borough liaison between various state agencies and represents the interests of the Borough Manager and Assembly as directed.

Compiles and presents proposals for Public Works Department projects to the Borough Manager and Assembly, including coordinating proposal content with the Consulting Engineers and estimating project costs.

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

Coordinates with and directs supervisors responsible for Sanitation, Streets, and Motor Pool functions.

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

Develops plans for present and future programs and needs, including equipment and facility requirements.

Develops and 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/or leads various interdepartmental project groups and special project committees.

Directs the improvement of information systems that will identify the best time to repair or replace equipment to gain maximum use at minimum cost.

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

Formulates capital improvement plans, preparation, and justification of departmental budget requests and administering adopted budgets.

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

Drafts Borough ordinances pertaining to departmental operations for Borough Manager and Assembly approval.

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.

Responsible for ensuring the training of departmental personnel in public works systems, techniques, and safety.

Responsible for "as built" record plans for storm drainage, street systems, buildings and facilities owned by the Borough.

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

Manages the Borough Rock Quarry and Waste Soils Site in accordance with state and federal law and permitting.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the position of Public Works Director classification includes the elements of responsibility for overall department administration and coordination of projects between all areas of the Public Works Department. Works closely with consulting engineers, the Utilities Director, and Community Development. Exercises decision making, supervision and problem-solving skills on a regular basis for the efficient delivery of public services, infrastructure maintenance and customer service.

The 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

Incumbent performs over 90% of duties in a seated position in an office environment. Employee may be exposed to physical hazard from heavy equipment, chemicals, or falling objects at the sites of Public Works projects or facilities.

Qualifications

Must possess a current and insurable State of Alaska Driver's License or the ability to obtain one upon hiring.

Any combination of experience and education which provides the applicant with the following attributes:

Ability to supervise, coordinate employee efforts, and administer policy;

Ability to communicate effectively, both orally and in writing;

Understanding of principles and practices of infrastructure construction and maintenance;

Knowledge and practical experience in capital project development, planning, design, contract administration, inspection, permitting, and close out;

Knowledge of federal, state, and local government laws, statutes, and ordinances;

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.

Knowledge of the principles and practices of municipal solid waste collection and disposal and fleet acquisition and maintenance;

Knowledge of generally accepted accounting practices in relation to general fund, enterprise fund, and internal service fund financial management;

Complete understanding of operational capabilities and principles of construction equipment, including graders, trucks, back hoes, loaders, compactors, jet rodders, street cleaning equipment, and other portable equipment utilized within a public works setting;

Knowledge of quarry operations and safety standards, including storm water pollution prevention and erosion control practices;

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