

CITY OF UNALASKA

Position Description

Job Class: <b>Exempt</b>	Job Title: <b>Director of Public Works</b>
	Department: <b>Public Works</b>
Supervisor: <b>City Manager</b>	Full Time/Part Time: <b>Full Time</b>
Wage Grade: <b>15</b>	Union: <b>Non-Union</b>

DEPARTMENT REVIEW	
Submitted By: <b>Aimée Kniaziowski</b>	<i>A. Kniaziowski</i> 10/26/05
City Manager Approval/Date:	<i>[Signature]</i> 10/26/05

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

**SELECTION GUIDELINES:**

**Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check. Job related tests may be required.**

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

This job description outlines the general requirements and duties of an executive level position with the City of Unalaska which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **10-2005**

What is the overall purpose and objective of this position (why does this position exist)? **This executive level position functions as the general manager of public works for the City of Unalaska under the general direction of the City Manager as outlined in the Unalaska Code of Ordinances, Sections 2.48. This position manages and administers road maintenance, vehicle maintenance, building maintenance, office administration, and supply. Manages and administers capital projects within budgetary authority. Supervises all matters related to the management, planning, operation, engineering, and maintenance of the City's public works facilities and systems. Provides planning and budgetary information to the City Council through the City Manager for the City's capital and maintenance projects.**

Explain the level of supervision received: **Receives policy guidance and supervision from the City Manager. Management of department and assigned tasks performed with minimal direct supervision by the City Manager.**

Explain the level of supervision this position exercises: **Exercises administrative authority over clerical, administrative, operations, maintenance, and professional staff as assigned. Responsible for direct supervision of city engineer, roads chief, supply supervisor, vehicle maintenance supervisor, facilities maintenance supervisor, and DPW-U office manager.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- **Plans, directs, manages, supervises, and coordinates road, supply, vehicle, facilities maintenance, and administrative activities and operations of the Public Works department.**
- **Administers and coordinates the staff administration of capital improvement projects.**
- **Develops, implements, and administers departmental budgets; determines staffing levels and equipment/resources needed within available resources to effectively provide public works services to the citizens of Unalaska; oversees the development, administration, and renewals of grants, and contracts.**
- **Determines short- and long-range plans and priorities for the department, develops policies and procedures with review and approval from the Department of Administration, prepares work schedules, expedites work flow, makes staffing decisions, reviews and authorizes materials and**

equipment orders, and approves departmental expenditures within budgetary limits

- Provides effective leadership and direction for all departmental functions and divisions.
- Supervises division managers and department support staff, either directly or through subordinates; conducts performance evaluations for direct reports, reviews performance evaluations for the department, initiates and administers personnel and disciplinary actions, and resolves grievances.
- Through the Human Resources Manager, oversees departmental personnel matters, approves recommendations regarding appointments, promotions, suspensions, and dismissal of departmental employees.
- Participates as a member of the management team during collective bargaining. Works closely with the Department of Administration and Human Resources to develop management proposals, interpret contract provisions, and resolve labor disputes.
- Develops, implements, and evaluates workplace and facility training and safety programs; maintains programs to manage safety, certifications, professionalism, and proficiency of departmental staff.
- Meets regularly with the City Manager and other department directors to ensure coordination and conformance with City policies, procedures, and ordinances. With the approval of Administration, coordinates with the City attorney on legal matters relating to the department.
- Maintains productive working relationships within the department, with City staff, and with representatives of the community at all levels, including elected officials, business, civic and agency personnel, the media, and citizen groups; resolves issues arising among staff, customers, citizen groups, contractors, suppliers, agency personnel, and the media.
- Prepares and presents studies, master plans, status reports, issue papers, ordinances to the City Manager and City Council and advises the Manager and Council on matters relating to public works.
- Prepares, reviews and approves bid documents; evaluates bids, quotes, and proposals; selects and hires suppliers, contractors, and consultants in accordance with City ordinances, and prepares, administers, and monitors contracts and agreements.
- Represents the department at Council meetings, meetings with other City officials, civic, agency, and business organizations to discuss department functions, coordinates joint activities and programs, identifies and facilitates joint resolutions to problems and issues related to the operations and services of the department.
- Applies for, monitors, and administers required regulatory permits; and ensures compliance with all permits and applicable rules and regulations.
- Coordinates with all City department directors on capital project concepts,

design, and construction. Coordinates with Director of Finance on fiscal matters relating to the department and capital projects.

- Participates in annual strategic planning with other executive staff.
- Provides for and assists in training of appropriate personnel in public works systems function and techniques. Provides public education programs and presentations on public works issues.

Does this position have access to confidential information? Yes  No \_\_\_\_\_ if yes, please provide detail. **Access to employee files in Administration, bid and RFP information, and construction litigation documents.**

Does this position have access to or handle City funds? Yes  No \_\_\_\_\_ If yes, please provide detail. **Approves pay requests, negotiates and recommends change orders, may negotiate reductions in contract scopes to bring projects to within available funding, signs all department purchase requests, signs all Public Works timesheets, and signs capital project purchase requests.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes  No \_\_\_\_\_ If yes, please explain. **Effective communication is critical to effectively manage the department and maximize use of resources.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- Graduation from a four-year college or university with a degree in civil engineering or a related field such as science, business, or public administration.**
- Minimum of eight years of professional experience including three years in construction management or a related field.**
- At least five years of supervisory level experience.**
- Minimum of three years experience at the executive management level.**
- Other combinations of education and experience providing the knowledge, skills and abilities necessary to perform the duties of this job may be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- Registration as a professional civil engineer in the State of Alaska is preferred.**
- A graduate degree in related field is preferred, and graduate education may be substituted for some of the required experience.**

Necessary Knowledge, Skills, and Abilities:

- A. Extensive knowledge of the principles, concepts, theories, and practices of public works management and administration; policies, programs and procedures typical of public works; principles and methods of program and project management, planning and development, knowledge of infrastructure maintenance and operations.
- B. Extensive knowledge of capital project management.
- C. Extensive knowledge of engineering and scientific principles, practices and methods as applied to public works systems.
- D. Knowledge of the principles and practices of public administration and management, including budgeting, fiscal control, program planning and development, and strategic planning.
- E. Knowledge of the principles and practices of employment supervision, including employee development, training, labor contract requirements, performance evaluations, and progressive discipline.
- F. Skill in reviewing and evaluating the work of subordinate staff to ensure high operational and service standards are met and maintained.
- G. Ability to identify employee training needs and in developing and coordinating programs and activities to improve professional skills, abilities, performance, and on-the-job safety.
- H. Knowledge of the principles and practices of emergency management and emergency management coordination.
- I. Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
- J. High level of skill in planning, organizing, and directing the activities of the department.
- K. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public; to conduct necessary research and compile comprehensive reports; to plan, formulate, and execute policies and programs; to apply administrative concepts and practices to a variety of discrete functions; and to analyze and solve complex organizational and administrative problems.
- L. Ability to maintain confidentiality when necessary; ability to work under pressure, manage multiple projects, and meet varying deadlines; ability to maintain professional manner at all times and to work cooperatively with employees, departments, federal and state agencies, local officials, and the public.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

**Personal computer, including word processing, spreadsheet, and database; motor vehicle, multi-line phone system, VHF radio, fax, and copy machine.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	o

Describe the requirements of this position that make these factors important: **This position is responsible for the successful management of the Department of Public Works; represents the City of Unalaska at all times.**

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Must have valid Alaska Driver's License or the ability to obtain one within 30 days of employment. Position is subject to background check and successful completion of pre-employment drug and alcohol screening.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

### WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No      If yes, please explain: **Work is performed primarily in office settings. Some outdoor work is required in the inspection of various projects, developments, and construction sites. Employee occasionally works outside in extreme weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or windy conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration. Must be available to respond to emergencies and may be required to work non-standard hours. Required to attend regular and special City Council meetings. Some in-state travel may be required.**

### ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which

require physical demands checked.

1. Strength				
a. Standing	X	15% of time		<b>Majority of time spent behind a desk or attending meetings. Must visit construction/maintenance &amp; utility sites.</b>
Walking	X	15% of time		
Sitting	X	70% of time		
b. Lifting	X	25 lbs.		<b>Occasionally required.</b>
Carrying	X	25 lbs.		
Pushing	X	25 lbs.		
Pulling	X	25 lbs.		
2. Climbing	X			<b>Must visit utilities, construction and maintenance sites.</b>
Balancing	X			
3. Reaching	X			<b>Must visit utilities, construction and maintenance sites.</b>
Handling	X			
4. Stooping	X			<b>Must visit construction and maintenance sites.</b>
Kneeling	X			
Crouching	X			
Crawling	X			
5. Speaking	X			<b>Coordinate activities and projects, communication with staff, public, and agencies in person, by phone and radio.</b>
Hearing	X			
6. Seeing	X			<b>Must be able to see to drive. Close vision, color, peripheral and distance vision, depth perception, ability to adjust focus required for computer operations and plan and document review.</b>
Depth Perception	X			
Color Vision	X			

## REVISION HISTORY:

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|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7/1/1994</b>  | New Position                                                                                                                                                                                                                                                             |
| <b>June 2000</b> | Combined Director of Public Works and Director of Public Utilities positions into one directorship.                                                                                                                                                                      |
| <b>12/3/2001</b> | Reviewed and updated main functions, necessary skills and abilities. Selection Guidelines added and disclaimer of employment agreement reinstated.                                                                                                                       |
| <b>5/21/2002</b> | City Manager, HR staff expanded Essential Duties section in keeping with other Director position descriptions and to reflect executive level duties and requirements.                                                                                                    |
| <b>11-2003</b>   | Council approved separation of Department of Public Works from Public Utilities. Job description reflects this change with the removal of Utility related duties.                                                                                                        |
| <b>10-2005</b>   | Removed "establish standards for recruitment, hiring, Training, and promotion of staff" to reflect current centralized HR functions. Removed reference to meeting with legislators and testifying on legislative issues from essential duties. Other minor word changes. |