

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Public Works Director</b>
<b>Class Code Number</b>	<b>5170</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>42</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Plans, organizes and directs the operations and activities of the Public Works Department; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the Building, Engineering, Wastewater, Water, Solid Waste, Streets, Grounds Maintenance, Building Maintenance, Parks and Recreation and Capital Construction for the City and Borough of Sitka. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employees in the classes of City and Borough Engineer, Environmental Superintendent, Engineering Manager (Operations), building and Grounds Manager, Contract Coordinator, Executive Assistant/Office Manager, Building Official and all other personnel within the chain of command of the Public Works Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, businesses and community organizations, State and federal Officials and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Provides administrative oversight for all projects and activities within the Public Works Department;
- Sets priorities and monitors and approves expenditures for the City and Borough's Capital Construction Program;
- Identifies, analyzes and resolves problems and issues between the Public Works Department and other departments, outside agencies, other governmental units and the public;
- Prepares and/or approves budget proposals for the Public Works Department;
- Monitors budgets and directs corrective measures as necessary;
- Monitors and approves of related Public Works expenditures;
- Prepares and presents contracts, construction agreements, leases, projects and issues to the Administrator and Assembly as necessary and required;

- Conducts and manages planning activities to maintain financial, technical and legal levels of service acceptable to the community for Water, Wastewater, Solid Waste and utility service;
- Supervises and provides policy direction to Engineering, Environmental, Public Works Administration, Building and Public Works Operations and Building and Grounds maintenance staff;
- Coordinates Public Works activities with various boards, commissions, the City and Borough Assembly and the public as necessary;
- Directs construction and maintenance activities municipality owned property within the City and Borough of Sitka;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of all phases of civil engineering design, analysis, construction, inspection, project management and contract administration;
- Comprehensive knowledge of local, State and Federal laws, statutes, ordinances, assistance and grant programs applicable to Public Works projects;
- Comprehensive knowledge of techniques, principals and practices of planning, building code enforcement and financial management within a municipality;
- Thorough knowledge of current practices and principles involved in public administration;
- Ability to plan, implement and monitor a large scale Public Works program;
- Ability to develop policies for the attainment of desired goals and community needs involving capital projects;
- Ability to prioritize work objectives with limited funding;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor’s Degree or equivalent in Engineering, Public Administration or a related field and preferably a degree in Civil Engineering; and
- Extensive experience in public works and public utility operation and in municipal capital projects; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe plans, blueprints and related materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to prepare reports in hardcopy and electronic form;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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