



CITY OF ADAK, ALASKA

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JOB ANNOUNCEMENT

POSITION:	Director of Public Works	DEPARTMENT:	Public Works
REPORTS TO:	City Manager	TYPE:	Permanent
FLSA:	Exempt	FT/PT/INT:	Full Time
POSTED ON:	January 06, 2023	CLOSING DATE:	Until Filled

PURPOSE OF POSITION:

Directs and coordinates activities of Public Works and Adak Municipal Utilities (Water/Sewer/Solid Waste) by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees all Public Works employees and operations (including municipal utilities and facilities) in accordance with City policies and applicable laws.
- Ensures that written records and required monthly reports are completed in a timely fashion and submitted to proper agencies before deadline due dates. Attend City Council monthly meeting to give department report of projects and activities. Maintains professional confidentiality.
- Supervisory responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems. Make recommendations and/or assist the City Manager and/or City Council with staffing levels, interviewing, hiring, rewarding, and discipline.
- Responsible for the maintenance, operation and usage of municipal heavy equipment and vehicles.
- Purchasing: Assesses equipment and inventory needs for the department operations and projects. Works with Administration to purchase supplies according to budget. Maintains accurate and detailed inventory and compliance with municipal procurement policies. In consultation with the City Manager review department budgets and adjustments for conformance to anticipated needs.
- Operations: Confers with City Manager on projects and workload on a daily basis. Assist crews by operating heavy equipment as needed. Ensures that equipment is used and maintained/serviced properly and kept in good working condition.
- Safety and Security: Observes and directs corrective action of safety hazards. Ensures that all employees observe and perform work in a safe manner following OSHA guidelines and directives. Ensures that all employees wear protective equipment furnished by the City during work hours. Conducts monthly safety meetings.
- Teamwork and Cooperation: Performs other duties as required or assigned by the City Manager. Works cooperatively with other employees in the field daily, external agencies and the public.
- Technology and Innovation: Incorporates technology and advances in electronic monitoring to increase the efficiency of operations. Assists with developing and installing new methods and techniques that streamline processes.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires extensive background in and knowledge of all systems, structures, and operation procedures for Public Works. Comprehensive skills necessary for direction and efficient completion of all projects, emergency and routine.
- Requires successful leadership skills and the ability to coordinate numerous projects. Requires knowledge of safety standards and construction regulations. Requires good interpersonal skills, both written and verbal, to communicate effectively with employees and the public.
- Requires detailed knowledge of all supplies and equipment required for the operation of all Public Works projects and ability to assess inventory needs. Requires organizational skill in prioritizing purchases and the ability to make prudent decisions according to budget allowances.
- Requires some accounting skills to organize and maintain annual Public Works budget for a variety of projects and the ability to make provisions for unforeseen emergencies. Makes recommendations to City Manager to operate department more efficiently and effectively
- Requires ability to perform various job-related duties, a strong sense of teamwork, and ability to work cooperatively with others.
- Ability to plan, implement and administer a complex Public Works operation and maintenance program; establish

and maintain cooperative relations with those contacted in the course of the work; analyze situations accurately and take prompt, effective action; prepare clear and concise reports; gather and analyze data, reason logically and accurately and draw valid conclusions; plan, direct and coordinate the work of others.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

FOR MORE INFORMATION OR TO APPLY:

Interested candidates should submit a completed employment application (available at www.adak-ak.gov/jobs or at the office) and resume to hr@adak-ak.gov in PDF format only. Incomplete applications will not be considered. Applications sent in other formats (such as .docx or .zip) may be rejected by our mail server. Completed applications may also be brought to the office Monday – Friday 9:00 AM – 5:00 PM.