

## City & Borough of Wrangell

## Position Description

Position: Public Works Director	Position Number:
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Borough Manager	Salary Grade: 30

### **Summary**

Plans, directs and coordinates the activities of the departments of Public Works, including Cemetery, Garage, Sanitation, Streets and the Sewer and Water utilities, by performing the following duties or through subordinate supervision.

### **Distinguishing Career Features**

The Public Works Director is a management position responsible for integrating different, yet related functions supporting overall Public Works goals. Exercises decision making, supervision and problem-solving skills on a daily basis for efficient delivery of public services, infrastructure maintenance and customer service.

The Public Works Director requires competency in construction management and the ability to integrate a complete system of streets, sanitation, water distribution, wastewater treatment, and fleet management.

Advancement to this level is through promotion and compliance with the qualifications of the position.

### **Essential Duties and Responsibilities**

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Oversees all Public Works, Sewer, Water, Garage and Sanitation employees and operations. Ensures compliance with State and Federal health and safety, water quality and wastewater regulations. Responsible for training to insure proper certification of Public Works employees.
- Coordinates with and directs supervisors responsible for Public Works, Water, Sewer, and Garage functions. Meets regularly with staff to evaluate performance and discuss and resolve workload and technical issues.
- Hires, fires, evaluates, confers and directs departmental staff, with the assistance from departmental supervisors, responsible for street, water, sewer, sanitation and fleet management. Coordinates the use of human resources and equipment and materials to consolidate purchasing requests.
- Develops and reviews technical reports, budget estimates and bid packages and regulatory standards. Negotiates and manages services and departmental contracts, terms, and warranties.
- Responsible for the annual development and administration of the overall budgets for all Public Works departments, departmental functions and special projects. Assists Capital Facilities Director in evaluation of annual maintenance and capital project needs related to Public Works facilities and operations.
- Evaluates Public Works program requirements, Federal and State mandates, and resource utilization; coordinates program planning and municipal services evaluation; identifies

resources and coordinates integration of services with other programs, departments, and agencies.

- Reviews new laws and proposed legislation and determines impact to programs or projects; remains current on Public Works issues and presents recommendations for City policies; prioritizes projects and programs to optimize funds spent on facilities and infrastructure.
- Acts as a Borough liaison between various State agencies and represents the interests of the Borough Manager and Borough Assembly, as directed.
- Maintains cooperative working relations with the other Borough departments, and outside agencies; serves as liaison between various organizations and agencies; serves on committees, task forces and other groups as tasked.
- Represents the Borough when dealing with Federal, State and local agencies and the media regarding Public Works operations and issues.
- Develops, analyzes and maintains disaster response plans, strategies and policies.
- Develops and interprets policy and provides staff direction on implementation of those policies and procedures.
- Formulates and directs proper training, work practices and safety programs.
- Performs site evaluations and assists with project planning for the design and construction of city facilities and infrastructure. Provides preliminary cost estimates as requested for special projects.
- Reviews and assesses equipment and supply needs for various Public Works departments operation and projects. Procures equipment, supplies and services according to Borough policies and ordinances. Proposes, assists, and reviews specifications for new equipment. Maintains accurate and detailed records of all purchases for the department. Manages and directs the Garage Department with fleet management, including vehicle and equipment procurement, evaluation, allocation, replacement scheduling, and repair and operational issues requiring administrative oversight and approval.
- Responsible for the as-built record plans for storm sewer, sanitary sewer, water, and street systems.
- Responsible for the construction, maintenance and repair of water and sewer mains and services.
- Assists crews with emergency and routine sewer, water, street repair and snow removal, as needed. Responsible for the proper use and maintenance of Borough equipment.
- Responsible for operation of the Borough's cemeteries and locating grave plots as assigned by the Borough Clerk. Coordinates work and personally maintains as-built record drawings of cemetery.
- Manages the Borough's rock quarry and waste soils sites in accordance with State and Federal laws and permitting requirements.
- Acts as back-up Building Official as outlined in Wrangell Municipal Code and building codes as adopted by the Borough including plan review, issuing building permits and inspections. 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, as they relate to Public Works infrastructure.
- Performs other duties as assigned by the Borough Manager.

## **QUALIFICATIONS**

### **Knowledge and Skills**

- Department and Borough organization, operations, policies and procedures.
- Federal, State and local government laws, statutes and ordinances related to Public Works divisional operations.
- Personal computers, word and data processing software, including the Microsoft Office

suite of applications, and other software as utilized by the department, such as ArcGIS, work order and inventory tracking software, or the ability to learn such software applications.

- Generally accepted government accounting practices in relation to general funds and enterprise funds. Principles of public sector budgets, accounting and contract management.
- Principles and practices of street, water and sewer infrastructure construction and maintenance.
- Principles and practices of water and sewer utility operations and infrastructure, storm water management, solid waste collection and disposal, fleet acquisition and maintenance.
- Knowledge of quarry operations and safety standards, including storm water pollution prevention and erosion control practices.
- Must be familiar with highway equipment and repair, facilities maintenance, supervisory techniques, proper and safe operating procedures, cost analysis, and seasonal equipment needs.
- Must have knowledge of and comfort with mathematical concepts including probability, statistical inference, and plane and solid geometry.
- Must be able to apply fractions, percentages, ratios, and proportions to practical situations.
- Effective customer service principles.

#### **Abilities**

- Ability to plan, organize, direct and coordinate the work of supervisory, professional, and trades personnel.
- Ability to supervise, coordinate employee efforts and administer policies.
- Ability to delegate authority and responsibility and prepare and administer large and complex budgets.
- Ability to allocate limited resources in a cost-effective manner and have the ability to sequence and execute a high volume of work projects.
- Ability to assess and prioritize multiple tasks and projects, and delegate tasks and authority.
- Ability to effectively respond to, and resolve inquiries from management, citizens and regulatory agencies.
- Ability to prepare clear and concise reports with proper sentence structure, punctuation and grammar.
- Ability to read, understand, and interpret plans, blueprints, and specifications for infrastructure projects, as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare requests for quotes.

#### **Physical Abilities**

Requires sufficient ambulatory ability to inspect facility and utility infrastructure, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone.

#### **Education and Experience**

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background requires a bachelor's degree or equivalent with major course work in civil engineering, construction management, business administration, public administration, or a related field, and five years of responsible experience in planning, organizing and directing a public works or related operation, including three years in an administrative or supervisory capacity. Other combinations of education and experience may be substitutes that demonstrate

competency in the desired knowledge, skills and abilities for this position.

- Must have sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Requires the ability to clearly read, write, and speak English.

#### **Licenses and Certificates**

Requires a valid Alaska Driver's License or the ability to obtain one upon hire.

#### **Working Conditions**

Incumbent performs over 90% of duties in an office environment. Work is also performed outdoors where some safety considerations exist from observing physical labor and equipment operation.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.