

# City of Sand Point Job Description

<b>Job Title:</b>	<b>Public Works Director</b>	<b>Supervised by:</b>	<b>Mayor</b>
<b>Supervises:</b>	<b>All Public Works personnel</b>		
<b>Range:</b>	<b>25</b>	<b>Updated:</b>	<b>09/01/15</b>
<b>Salary:</b>	<b>DOE</b>	<b>Approved:</b>	_____ <b>Mayor</b>

## General Position Summary or Responsibilities

Under the direction of the Mayor, the Public Works Director plans, coordinates and implements all activities of the Public Works Department including street maintenance and snow removal, oversight, water and sewer operations, equipment purchase/maintenance, landfill operations, buildings, and other duties as assigned by the Mayor. This is an exempt position. Salary DOE, includes all benefits available to other City employees. City-subsidized housing may be available.

## Essential Duties and Responsibilities

1. Responsible for the overall operation of the department and assists in prioritizing projects based on life/health/safety, cost, constraints (weather, etc.) and manpower.
2. Assists in the development of the department's plans/goals/objectives. Oversees a variety of specialized projects and/or activities and supervises departmental personnel
3. Prepares work schedules for all department employees on a daily/weekly monthly basis and insures department employee follow-through with each assignment
4. Assists in the preparation of yearly departmental budget and assures budgetary compliance during the fiscal year by department personnel.
5. Assists in the hiring, disciplining and evaluating of department employees. Approves departmental overtime.
6. Establishes maintenance schedules for all equipment within the department.
7. Provides departmental assistance to the Harbor as required.

8. Perform liaison duties between the department and the public and establishes and maintains cooperative and effective working relationships with other employees and agencies. Addresses citizen's concerns/complaints in a timely fashion.
9. Respond to routine and emergency calls for assistance.
10. Performs other duties as assigned by the Mayor or City Administrator.

### **Knowledge, Skills and Qualifications**

1. High school diploma or equivalent.
2. Valid Alaska Commercial Drivers License (CDL) and good driving record.
3. Minimum of five years of construction experience including either foreman or lead man.
4. Minimum of five years experience, and proficiency in the safe operation of various pieces of heavy equipment including dozers, dump trucks, backhoes, end loaders, etc. Also must be able to operate large trucks including end dumps, compaction (refuse) trucks, fire trucks and off-road vehicles
5. Working knowledge of municipal public works departments including manpower and equipment.
6. Ability to supervise others and to delegate work to subordinates.
7. Oral and written communications skills.
8. Interpersonal skills using tact, patience, judgement and courtesy.

### **Preferred**

1. College degree w/ engineering emphasis.
2. Heavy Equipment operator's license or training certificates.
3. Five years employment with Sand Point Public Works Department or similar size organization.
4. First aide and CPR training w/certification

If interested please contact the City Clerk for an application at 907.383.2696, or [sptcity@arctic.net](mailto:sptcity@arctic.net).

