



CITY OF SAND POINT
P.O. BOX 249 Sand Point, Alaska 99661
PHONE: 907.383.2696 FAX: 907.383.2698
www.sandpointak.org

EMPLOYMENT OPPORTUNITY

POSITION: PUBLIC WORKS DIRECTOR
STATUS: FULL-TIME, PERMANENT
SALARY: RANGE 21, \$25.22-\$37.05/hr., D.O.E + BENEFITS

GENERAL POSITION SUMMARY AND 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, water and sewer operations, equipment purchase and maintenance, landfill operations, buildings, and other duties as assigned by the Mayor.

REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS

- High school diploma or equivalent.
- Valid Alaska Commercial Drivers License (CDL) and good driving record.
- Minimum of five years of construction experience, including either foreman or lead man.
- Minimum of five years' experience, and proficiency in safely operating 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
- Working knowledge of municipal public works departments, including manpower and equipment.
- Ability to supervise others and to delegate work to subordinates.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, judgment, and courtesy.

Application Closing Date: Open Until Filled
Submit application to: City of Sand Point Office

An application or complete job description is available at the City Office or can be requested by e-mail to cityclerk@sandpointak.org.

The City of Sand Point is an Equal Opportunity Employer.
The City of Sand Point is a drug free workplace. All employees are required to take a mandatory drug test.

City of Sand Point Job Description

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

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 developing the department's plans/goals/objectives. Oversee a variety of specialized projects and/or activities, and supervise departmental personnel
3. Prepares work schedules for all department employees on a daily/weekly, and monthly basis and ensures department employees follow through with each assignment
4. Assists in preparing t h e yearly departmental budget and assures budgetary compliance during the fiscal year by department personnel.
5. Assists in the hiring, disciplining, and evaluating 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 establish and maintain cooperative and effective working relationships with other employees and agencies. Addresses citizens' 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 safely operating 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 communication skills.
8. Interpersonal skills using tact, patience, judgment, and courtesy.

Preferred

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

If interested, please get in touch with the City Clerk for an application at 907-383-2696 or cityclerk@sandpointak.org.