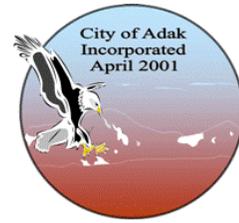


## CITY OF ADAK, ALASKA

P.O. Box 2011  
Adak, Alaska 99546-2011  
Telephone (907) 592-4500  
Fax (907) 592-4262



### **JOB ANNOUNCEMENT**

<b>POSITION:</b>	Public Works Director/Mechanic	<b>DEPARTMENT:</b>	Public Works
<b>DIVISION:</b>	Public Works	<b>SALARY:</b>	\$25.00/hour
<b>FLSA:</b>	Non-Exempt	<b>FT/PT/INT:</b>	Full Time
<b>POSTED ON:</b>	May 17, 2016	<b>CLOSING DATE:</b>	Until Filled

### **SUMMARY:**

Under general supervision of the City Manager directs and coordinates activities of city departments of public works and utilities by performing the following duties personally or through subordinates. The candidate should also have a mechanical aptitude for maintaining various mechanical devices, building and other facilities. The candidate should also be able to work as part of a team but also independently as the situation requires.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the City's ongoing public roads/snow removal; operation, heating, water and sewer system maintenance of the Municipality owned buildings.
- Responsible for the maintenance and repair of heavy equipment and other city owned vehicles'.
- Supervises use and operates heavy equipment.
- Supervises the rental of heavy equipment for public requests and other public works projects and submit information for billing purposes to the City Office.
- Oversees the physical operation of the municipal utilities.
- Trains unexperienced maintenance trainees as well as maintenance operating procedures.
- In consultation with the City Manager reviews department budgets and adjustments for conformance to anticipated needs.
- Confers with suppliers and sellers and places orders for equipment, materials, and supplies.
- Other duties and responsibilities as assigned by the City Manager.

### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises two employees in the public works department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems. May make recommendations or assist the City Manager and/or City Council with interviewing, hiring, rewarding, and discipline.

### **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.

### **EDUCATION and/or EXPERIENCE:**

Five years related experience and/or training; or equivalent combination of education and experience.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER SKILLS and ABILITIES:**

Extensive knowledge of all phases of construction, maintenance, repair and operation of public facilities, project and facility

management and contract administration.

Knowledge of federal, state and local government laws, statutes, ordinances, assistance programs and grant programs for Capital Improvements and Operations; basic techniques, principles and practices of street maintenance and repair, water/sewer/solid waste collection and distribution systems; equipment maintenance.

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.

Must have a valid Alaska's driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:**

For more information about the position, please contact the City Manager at (907) 592-4500. An employment application can be downloaded from the city website [www.adak-ak.us](http://www.adak-ak.us) or obtained at the City office. Interested candidates must submit at a minimum, a completed City of Adak employment application to:

City of Adak, Alaska  
ATTN: City Manager  
P.O. Box 2011  
Adak, Alaska 99546-2011

Completed applications may also be brought to the City office Monday – Friday 8:00 AM – 5:00 PM.