



City of Galena
PO Box 149 - Galena, Alaska 99741-0149
(907) 656-1301 -- (907) 656-1769 Fax

JOB ANNOUNCEMENT

August 18, 2025

POSITION DESCRIPTION

Title: Public Works Director

Job Class: Full-Time

Reports to: City Manager

Starting pay is negotiable and based on qualifications of the applicant

General Position Description: The Public Works director oversees the development and maintenance of public services to ensure effective delivery of essential services to Galena and the residents. The Public Works Director is responsible for planning, directing, managing, and overseeing the activities and operations of the Public Works Department. This includes overseeing employees and public services such as road maintenance, water and sewer utilities, solid waste, heavy equipment maintenance, and public facilities management.

General Duties and Responsibilities:

- Responsible for directing, coordinating, and managing all aspects of public utility operations, including staff.
- Coordinates with other departments, government agencies, contractors, and stakeholders to ensure effective delivery of public works services.
- Provide oversight of all daily responsibilities, coordinating of maintenance, repairs, materials, and equipment to ensure that the operation of the utility is efficient and within budget to provide quality services to our customers.
- Provide and manage the department's annual budget
- Proficiency in the use of standard software programs to keep accurate and detailed electronic and hard copy records, generate reports, and maintain facilities O&M Manuals.
- Knowledge of the repair, maintenance practices, and needs for utilities and distribution systems.
- Knowledge of safety hazards and necessary precautions of heavy equipment to ensure the department operates in a safe and environmentally responsible manner.
- Leads and develops staff; provides guidance, training, and disciplinary actions as needed.
- Responds to public inquiries and complaints; represents the department at public meetings and hearings.

- Oversees emergency response and disaster recovery efforts related to infrastructure and public facilities.

Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Minimum of two years of experience in overseeing workers.
- Ability to identify and resolve problems in a timely manner.
- Gather and analyze information skillfully
- Excellent communication (verbal and written) and interpersonal skills.
- Demonstrate group presentation skills and conduct productive meetings.
- Comfortable delegating work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Strong planning and organizational skills
- Inspires and motivates others to perform well and accepts feedback from others.
- Advanced computer skills
- Demonstrate ability to manage multiple projects, priorities, and relationships.
- Recognizes need for confidentiality and securing of sensitive information.
- Knowledge of computer basics, using Windows-based operating systems and Microsoft Office 365 programs.
- Must be task oriented, self motivated, with the ability to multitask, and work under pressure to meet deadlines and situations with high importance.

Characteristics:

- Highly motivated, self-starter, attention to detail, understanding of municipal budgets, and able to set long range goals and objectives.
- Maintains a positive attitude with other city employees and the public, and able to comply with city ordinances and state statutes.
- Able to work independently
- High level of integrity, strong work ethic, good judgment and problem solving skills.
- Committed to achieving results under demanding time frames and situations.

Working Conditions:

- Primarily office based with regular field visits to project sites and public facilities.
- Occasional evening or weekend work may be required for meetings or emergency responses.
- Valid driver's license necessary

To Apply:

Please submit a City of Galena application and resume to City of Galena, P.O. Box 149, Galena, AK 99741
Attn: Shanda Huntington Email: shuntington@ci.galena.ak.us

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