



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

POSITION DESCRIPTION

The City of Galena Public Works Department is currently accepting applications for the position of Public Works Director. The starting wage is \$45.00 per hour, based on a full-time schedule of 2,080 hours per year, paid holidays included. Employee will receive all city benefits including health & life insurance and PERS retirement.

Position Title: Public Works Director

Reports To: City Manager

General Position Description:

The Public Works Director oversees the planning, organization, and daily operations of the City's Public Works Department. The position is responsible for directing and supervising the public works department and personnel, which includes the public work's shop, landfill, water/wastewater, road maintenance, City buildings and grounds, and administrative correspondence. The Public Works Director plays a key role in maintaining essential services and supporting the City's long-term sustainability and quality of life.

Essential Duties and Responsibilities:

Core Responsibilities

Operations Oversight: Directs streets maintenance, heavy snow removal, water/wastewater utilities, solid waste/landfills, and fleet services.

Administrative Management: Develops departmental budgets, tracks capital improvement projects (CIP), and oversees contract compliance. Ability to plan, organize, and manage multiple projects and budgets effectively.

Regulatory & Safety Compliance: Ensures operations follow State of Alaska and federal environmental mandates, OSHA standards, and the National Incident Management System (NIMS).

Leadership & Communication: Supervises staff, coordinates with the city manager or mayor, and addresses public inquiries.

Essential Job Duties:

- Prepare, administer, and monitor contracts and agreements as directed by the City Manager.
- Manage the operation and maintenance schedule of heavy equipment including, backhoes, grader, light crane, dozer, loader, dump trucks, chainsaws, pumps, and other small equipment.
- Coordinate construction, maintenance, and grading of gravel roads, shoulders, slopes, and ditches.
- Supervise the repair and maintenance of City owned roads, including snow removal
- Maintain and operate the city water and sewer system, landfill site, public works shop, city buildings, and other Public Works functions and services.
- Conduct weekly safety meetings for the department.
- Administer workplace, facility training and safety programs; maintain programs to manage safety, certifications, professionalism, and proficiency of departmental staff.
- Manage the required annual regulatory permits for landfill, water, and wastewater; and ensure compliance with all permits and applicable rules and regulations.
- Willingness to perform hands-on field work as needed, especially during emergencies or staff shortages.

Knowledge:

This position requires proficiency in the following areas:

- All phases of construction, maintenance, repair and operation of public facilities, project and facility management and contract administration; repair of plumbing and heating systems.
- Basic knowledge of electrical and carpentry work is required.
- Hazardous materials (Hazmat) disposal and waste compliance programs.
- Safe practices for the operation of heavy equipment.
- Principles and practices of public administration and management, including budgeting, fiscal control, program planning and development, and strategic planning.
- Principles and practices of employment supervision, including employee development, training, labor contract requirements, performance evaluations, and progressive discipline.

- Strong leadership, communication, and interpersonal skills.

Qualifications:

- High School Graduate or Equivalent.
- Must hold a valid Alaska Driver's License with a valid CDL preferred, or ability to obtain within six months of hire.
- Must demonstrate a working knowledge of safety equipment and precautions that are required to work in an infrastructure and utilities environment.
- Experience in public works, utilities, construction, or operations, including experience in a supervisory or management role.

Characteristics:

Must interface with customers daily and maintain a friendly attitude to customers, city employees, and community members. Applicant must be able to comply with City, State, and Federal laws and is able to work independently.

These are general job duties; other duties may be assigned as required and necessary.

To Apply:

Interested individuals must submit an application by the deadline to the City Manager either in-person or by email. For employment application or additional information, please contact Shanda Huntington, City Manager at (907) 656-1301 or by email at shuntington@ci.galena.ak.us

Qualified applicants from both within Galena and outside Galena are encouraged to apply.

CLOSING DATE: Tuesday, August 25, 2026 @ 4:00PM