

# PETERSBURG ALASKA

## PUBLIC WORKS ASSISTANT DIRECTOR

**\$90,000 - \$95,000**

*Plus Excellent Benefits*

*Apply by*

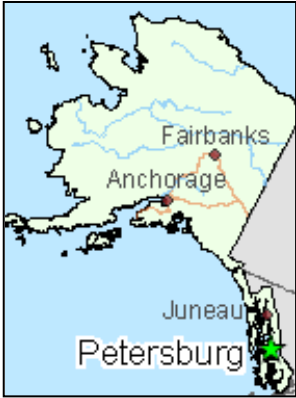
**September 7, 2025**

*(First Review, Open Until Filled)*

**PROTHMAN**



## THE COMMUNITY



Petersburg, Alaska is a coastal community on Mitkof Island that continues to make a living from the sea. Located on Frederick Sound in Southeast Alaska, the community has three beautiful harbors which attract smaller cruise ships, private yachts and pleasure boats to town in the summer months. Commercial fishing helped found the town and continues to be the main economic driver for the community.

The Stikine-LeConte Wilderness Area, with the spectacular LeConte Glacier calving off tons of bright blue icebergs, is just a short boat ride away.

Petersburg offers extensive opportunities for outdoor recreation, with fishing, hunting, and hiking areas accessible by automobile, boat and trails. The island features an intricate network of old logging roads which are mostly gravel-surfaced and unmaintained during winter that provide access to a wide variety of natural areas and recreational activities. Residents and visitors alike also enjoy hiking, berry picking, biking, birding, beachcombing, and wildlife viewing throughout the seasons.

The region is rich in wildlife, with more than 240 bird species having been recorded on Mitkof Island, including Canada geese, trumpeter swans, and bald eagles, which are commonly seen in the trees and along the beaches near town. The island also supports robust populations of wolves, black bears, moose, deer, and mountain goats. In the surrounding waters, seals and sea lions are frequently spotted in the harbors, and both humpback and orca whales are seen offshore. During the summer months, hundreds of humpback whales feed approximately 40 miles north of Petersburg in Frederick Sound and Stephens Passage, best viewed through local marine tours.

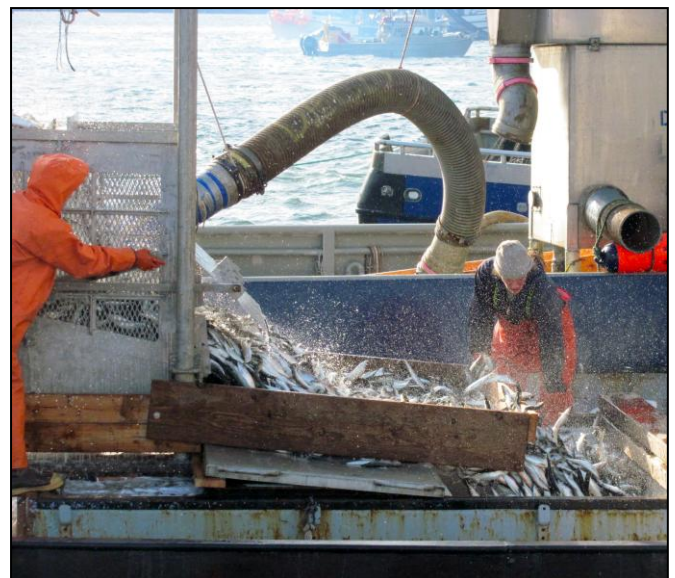
The waters around Petersburg offer excellent fishing, with all five species of wild Alaska salmon present. Anglers can fish from shore, rent skiffs, charter a guided trip, or stay at one of the area's fishing lodges. Crab, shrimp, halibut, and rockfish are also abundant just a short boat ride from town.

Petersburg is known for its wide range of public art, with artistic designs stamped into the concrete of the sidewalks, and Rosemaling (Norwegian flower painting) commonly seen on the fronts of retail stores and residences. The influence of local artists and crafts people is reflected in the murals, totems, and sculpture that line the downtown streets.

The Petersburg School District is recognized as one of the best districts in the state. The community also supports a locally owned and operated acute care hospital, which includes a medical clinic, long-term care facility, and emergency medical services.

The U.S. Coast Guard maintains the Petersburg Mooring, home to the cutter Pike and the buoy tender Elderberry. The U.S. Forest Service also has a strong presence in the community, employing approximately 60 local staff who support operations within the Tongass National Forest. The State of Alaska maintains personnel in Petersburg for various functions, including the operation and upkeep of the all-weather airport. Additionally, year-round air service is provided by Alaska Airlines, with twice-daily 737 jet flights.

With its working waterfront, strong community values, and access to some of Southeast Alaska's most stunning natural landscapes and wildlife viewing, Petersburg offers a unique combination of small-town life and rich cultural and recreational experiences. Residents take pride in their heritage, support one another, and enjoy a way of life deeply connected to the land and sea.





## THE BOROUGH

The Petersburg Borough is the local government and is responsible for providing services to approximately 3,100 residents. The municipality operates as an Assembly-Manager form of government. The Assembly consists of 7 members, which all hold 3-year terms. The Borough operates with 92 full-time employees and is a full-service municipality, providing water, wastewater, solid waste, harbors, an assisted living facility, finance, community development, library, parks & recreation, police, fire, and the municipal electric utility.

## THE DEPARTMENT

The Public Works Department delivers a broad range of services that benefit the community of Petersburg, with a total of 23 FTEs including the Director and Assistant Director, a \$9M Operating Budget and \$10M Capital Budget. Public Works is divided into six sub-departments:

**Streets** performs both summer and winter road maintenance on approximately 25 miles of roadways, the majority being unpaved roads. Activities include bridge repair, street grading/surfacing, ditching, pothole repair and snow removal. The Streets Department is also responsible for storm drain maintenance, water and sewer main repairs and a wide variety of other tasks.

**Building Maintenance** is responsible for maintaining the functionality, safety, and appearance of several public buildings owned by the Borough including preventative maintenance and minor repairs to plumbing, electrical, HVAC, and structural systems.

**Sanitation** operates the community's solid waste baling facility and landfill. Approximately 2200 tons of municipal solid waste is collected by the utility, baled, and shipped to the Roosevelt Regional Landfill in Washington State. Wood products and metals are processed within the Petersburg Landfill. The utility also collects, bales, and transfers approximately 200 tons of commingled recycling for commercial and residential customers.

**Motor Pool** is responsible for the acquisition, allocation, maintenance, and disposal of the Borough's vehicle and equipment fleet, which consists of approximately 100 vehicles in addition to power equipment and tools.



**Water Utility** is responsible for Petersburg's 4MGD Water Plant that provides the community with an ample supply of clean, safe water for consumption, industry, and fire protection. The Water Utility treats, filters, and disinfects surface water from its two reservoirs, Cabin Creek Dam and City Creek Dam, which have a combined capacity of approximately 267 million gallons.

**Wastewater Utility** operates and maintains a 2.1MGD primary treatment plant and 20 lift stations that comprise the community's collection system. The wastewater treatment plant processes approximately 200 million gallons of wastewater per year while meeting all of its discharge limitations and preserving the receiving waters of Frederick Sound.

All Public Works Departments are on solid financial footing, with reserves that meet or exceed levels specified by the Borough's budget policies. Rates for Motor Pool, Sanitation, Water and Wastewater have recently been increased, as have wages across all departments. This helps ensure that Public Works will continue to provide robust, reliable services to the community of Petersburg.

## THE POSITION

Under the general direction of the Public Works Director, the Public Works Assistant Director supports the leadership and coordination of operations across several key divisions within the Department of Public Works, including Water, Wastewater, Sanitation, Streets, Motor Pool, Building Maintenance, and capital improvement projects related to departmental functions. This position requires a high degree of independence in collaborating with other Borough departments to address issues related to Public Works operations.

The Assistant Director serves as a representative of all major program areas in interdepartmental and external liaison activities and is responsible for coordinating special projects that span multiple divisions. Assignments are broad in scope and demand the use of independent judgment and initiative in making complex technical and managerial decisions. The Assistant Director also plays a key role in managing the performance of staff across all Public Works divisions, including Building Maintenance, Motor Pool, Water, Wastewater, Streets, and Sanitation. With discretion granted by the Director, this position may hire, evaluate, and direct departmental supervisors and staff.

To review the full responsibilities of this position, please view the job description [here](#).



## OPPORTUNITIES & PRIORITIES

**A Strong Team Environment:** The incoming Public Works Assistant Director will become part of a tight-knit, efficient, and highly-motivated team. This team is cohesive and operates well when undertaking multidisciplinary efforts for projects both large and small. Many key team members are long-term employees with deep institutional knowledge and years of experience working for Petersburg Borough. The Public Works Assistant Director will benefit from this close and experienced team environment, which will help build a successful future for the Department.



**Upcoming Projects:** It is anticipated that the new Assistant Director will be involved with several capital projects that are underway or expected to start within the next year or two. Some of these projects are as follows:

- **Pump Station 4 and Force Main Upgrade:** This \$3.3M wastewater pump station upgrade project will replace the Borough's 2<sup>nd</sup> largest pump station with a new station and re-route a failing force main. A new service road corridor is being developed to carry the new force main and gravity sewer. This project is currently in construction and expected to reach substantial completion by December 2025.
- **Pump Station 3 Replacement:** This \$2M pump station project will replace the Borough's 3<sup>rd</sup> largest wastewater pump station and is in the development stage. It is hoped that construction will be able to begin within one year.
- **Wastewater plant outfall line repair:** The Borough's wastewater outfall line in Frederick Sound was damaged by an unknown cause – probably a boat anchor – and must be repaired to bring the Borough into compliance with its new EPA wastewater discharge permit. This project is in the development stage and is being fast-tracked due to the necessity of complying with the EPA permit requirements as soon as possible.





- **Water Plant Clearwell replacement:** This \$2M project will replace the Water Dept's clearwell, a 280,000 gallon tank that holds process water for plant operations. Project funding has been secured and design development is underway.
- **Banana Point Breakwater Replacement:** This \$1M marine infrastructure project is being funded largely by a Denali Commission grant. The goal is to replace the floating breakwater at Banana Point Boat Launch on South Mitkof Island, which has failed and is no longer functional. This project is currently in the development phase.
- **Shooting Range Boardwalk Replacement:** The State of Alaska has allocated \$30,000 for replacement of the deteriorated boardwalk at the Petersburg Shooting Range, located at 13 mile Mitkof Highway. This project is collaborative in nature and will be undertaken with the advice and assistance of the Petersburg Rod & Gun Club, who manages the Borough-owned facility.



### Department Priorities:

- Scheduled vehicle replacements for the current budget year.
- Growing and improving the Borough's Street Maintenance program, which currently provides basic maintenance of gravel streets and limited maintenance of paved street surfaces. Finding adequate funding sources for this type of work has proved an ongoing challenge and solving this issue will require creative thinking and a lot of engagement with the public and representatives of Borough government.
- Rate setting and budget development for the FY27 budget year. Work on the fiscal year budgets generally begins in December and continues through May or June.



### Future Education and Growth Opportunities:

- The Assistant Director will be provided with the opportunity to attend professional development conferences and take online courses to grow the knowledge base required for this position.
- The Assistant Director will become familiar with the regulations of environmental permitting agencies that pertain to Public Works operations, including: the Alaska Department of Environmental Conservation (ADEC); Environmental Protection Agency (EPA); Army Corps of Engineers (ACOE); Alaska Department of Fish & Game (ADF&G); and US Fish & Wildlife Service (USFW).
- The Assistant Director will participate in meetings of the Southeast Alaska Solid Waste Authority (SEASWA) and will serve as the Borough's voting alternate for this organization. Involvement in the SEASWA provides exposure to a wide variety of networking opportunities within government and industry, across Southeast Alaska.

The Assistant Director will receive training and experience in many areas of public sector management, including: procurement; budgeting, staff supervision/leadership, project design and construction, policy development, and successfully managing political relationships.

## EDUCATION & EXPERIENCE

- Candidates must have five (5) years of responsible experience in planning, organizing and directing a public works or related operation, including three (3) years in an administrative and supervisory capacity.
- Candidates must possess a current and insurable State of Alaska Driver's License or obtain one by time of hire, and be physically capable of operating motor vehicles safely.
- Candidates must have the ability to establish and maintain effective working relationships with fellow employees and the public, work cooperatively with supervisors and display willingness to assist co-workers and subordinates.
- A bachelor's degree in public administration or a related field is desired.
- Experience writing successful grant applications and working with a state department of transportation is also desired.
- Other combinations of education and experience may be substituted that demonstrate competency in the desired knowledge, skills and abilities for this position.

**For more information on the Petersburg Borough and the community, please visit:**

[www.petersburgak.gov](http://www.petersburgak.gov)

[www.petersburg.org](http://www.petersburg.org)

## COMPENSATION & BENEFITS

- **\$90,000 - \$95,000 DOQ**
- Alaska Public Employees Retirement System (PERS)
- Health Insurance (Borough pays 80% of premiums for employee and their dependents)
- Life Insurance – Borough provides a plan of \$10,000 at no cost, employees can opt for additional voluntary coverage
- Longevity increases (outlined on Borough website)
- Paid time off accrual – 8 hours/pay period
- Additional retirement plan (457b) – after 6 months of enrollment Borough will match 3%, after 5 additional years Borough will match 4%
- 12 ½ holidays per year



The Petersburg Borough is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 7, 2025** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Petersburg Borough, AK – Public Works Assistant Director**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. Bottom three cover page photos provided by Wild Iris Photography. Page three hiking photo provided by E. Thompson.

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[www.prothman.com](http://www.prothman.com)

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