**DOYON UTILITIES, LLC – CORPORATE HEADQUARTERS**

**FAIRBANKS, AK**

**TITLE:** Engineering Manager

**DEPARTMENT:** Project Development

**REPORTS TO:** Vice President Project Development **WAGE RANGE:** DOE

**POSITION OBJECTIVES:**

Provide direction and management of the engineering staff within the Project Delivery group at Doyon Utilities. The Engineering Manager is responsible for management of the various engineering disciplines within the organization and for technical leadership of all engineering functions. This position is expected to identify projects and provide leadership in the preparation of scope of work documents, estimates and proposals. The position will serve as a technical expert in a core engineering discipline and is expected to provide technical knowledge to staff. The Engineering Manager is responsible for establishing daily priorities of the engineering effort as well as providing technical review of the engineering staff work product. The position is responsible for the planning, preparation and publishing of the five year capital plan for Forts Wainwright and Greely, and Joint Base Elmendorf - Richardson.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Engineering Support & Project Planning
  + Maintenance of Design & Construction Standards.
  + Planning and design of capital and in-house utility projects.
  + Selection and specification of materials and equipment.
  + Responsible for responding to Request for Proposals at each Post.
  + 5-year plan capital development.
  + Coordination with Posts regarding future RFP projects.
  + Coordinate and direct the project planning phase in the development of projects, making detailed plans to accomplish goals and direction for the integration of technical activities.
  + Manage proposal preparation, review, approval and bid/no-bid decisions.
  + Prepare budgets, bids and contracts for new work opportunities. Responsible for the review, approval and direct negotiation of new contracts and cost estimates.
  + Work on and serve as a senior level technical resource on projects.
  + Provide planning, direction and coordination for all technical activities while achieving optimal use of resources.
  + Communicate routinely with contractors and design personnel to ensure projects are planned and designed in accordance with project requirements.
* Asset Management
  + Analyze asset performance based on work order analysis and incorporate findings into project planning process.
  + Recommend asset R&R schedule as part of the 5-year plan.
* Manage engineering team and coordinate engineering activities.
* Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

* Minimum of 10 years of senior utility management experience.
* Minimum of 3 years of experience managing an engineering staff.
* Extensive knowledge of construction and engineering design standards related to the utility industry.
* Possess an in-depth knowledge of environmental, regulatory, OSHA and utility contracting requirements.
* Working knowledge of engineering methods and techniques.
* Proficiency in contract estimating related to utility projects.
* Ability to communicate effectively, both orally and in writing.
* Must be eligible to work on a military installation.
* Must have valid Alaska driver’s license.

**EDUCATION**

* Bachelor’s degree in Engineering.
* Professional Engineer Registration in Civil, Mechanical or Electrical.

**CONDITIONS OF EMPLOYMENT**

* Normal office conditions prevail.
* Incumbent must be physically capable of visiting construction sites, undeveloped areas and potential project locations on military installations in Alaska.
* The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of DU.
* Must be eligible to work on a military installation in Alaska.
* Willingness and ability to travel to job sites within Alaska.
* Possess and maintain a valid State of Alaska driver’s license throughout the period of employment.
* Able to carry items weighing up to 40 pounds.

**HOURS OF WORK**

Position requires a minimum of 40 hours per week (normal office hours are 8:00 am to 5:00 pm, Monday-Friday) with hours in excess of 40 per week as needed.

**EMPLOYMENT CLASSIFICATION**

Exempt/Full Time Permanent

Employee Signature Date