

**Doyon Utilities, LLC**  
**Job Description**

<b>JOB TITLE</b>	Maintenance Supervisor	<b>LOCATION</b>	FWA CHPP
<b>REPORTS TO</b>	Superintendent	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F 7:00 am – 4:00 pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	07/17/2018

**POSITION OBJECTIVES:** The primary responsibility of this position is to oversee all aspects of maintenance at the Fort Wainwright Central Heat and Power Plant (CHPP). The Maintenance Supervisor is responsible for coordinating maintenance functions through the CHPP work leaders so the CHPP continues to operate in a reliable manner. Duties include oversight of maintenance functions such as work order prioritization and planning, coordinating maintenance scheduling, and implementing an efficient reliability based management program. This position may act as the CHPP Superintendent when the CHPP Superintendent is off-site. In addition, this position works closely with the CHPP Superintendent to assure continuity of direction given to CHPP maintenance work leaders. This position is responsible for providing counseling for work leaders with respect to disciplinary issues of maintenance employees. This position is also responsible for updating and managing maintenance related SOPs, conducting quality control inspections, and submittal of various reports and other documents. Additional responsibilities also include ensuring work site safety and maintaining detailed records and documents.

**MAIN ACTIVITIES:**

1. Supervise all aspects of the CHPP maintenance department and effectively provide direction to plant work leaders and personnel.
2. Supervises the use of the CMMS program and reviews all work orders prior to closure.
3. Ensure CHPP maintenance is performed in a safe, efficient, and economical manner.
4. Ensure reliable maintenance records are maintained and recorded for historical purposes and to document performance metrics for the plant.
5. Participate in annual budget preparation and development of capital improvement projects with the CHPP Superintendent.
6. Provide guidance to the work leaders to assure scheduling of time off by employees to minimize the use of overtime.
7. Observes worker and company contractor activities to verify that maintenance activities are being conducted in accordance to company QC and safety standards.
8. Performs periodic audits and inspections to ensure proper accountability of materials.
9. Ensure work leaders and staff comply with Doyon Utilities policies and work procedures.
10. Works closely with the plant engineer to develop and implement the condition assessment program.

**SKILLS AND QUALIFICATIONS:**

1. Must possess a fundamental understanding of Reliability Centered Maintenance programs and concepts.
2. Knowledge of plant controls, tools, equipment and proper procedures to maintain the plant and the ability to maintain all equipment and machinery in an industrial facility.
3. Ability to understand and execute written and oral instructions and relay those instructions to the work leaders and other subordinate employees.
4. Must be proficient in the use of the Microsoft Office suite of programs and computerized maintenance management systems, preferably Maximo.
5. Sufficient physical strength, ability, dexterity, vision and hearing to perform all duties of this position.
6. Ability to communicate effectively with supervisors, shift foreman and plant personnel.
7. Must demonstrate initiative and be able to work with little supervision.
8. Must have basic understanding of process controls.
9. Must be able to lift a minimum of 50 pounds to shoulder level and exhibit the dexterity to work in awkward positions. The ability to lift, pull, push or work on uneven surfaces is required.
10. Able to extend arms overhead while performing duties or perform duties while standing, stooping, twisting, bending, kneeling or from a prone position.
11. Must be willing to report to work at any hour of the day.

**WORKING ENVIRONMENT:** Works primarily indoors where employee is subject to exposure to abnormal heat hazards or ash and coal dust. The work environment is typically a noise hazard area requiring the use of hearing protection. Employee is required to properly wear and use safety equipment as required by the situation, including hearing protection, respirators, coveralls, hard hats, safety glasses and safety shoes.

**CONDITIONS OF EMPLOYMENT:**

1. Incumbent must be able to maintain a level of physical fitness to perform the duties of this position.
2. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
3. Must be eligible to work on a military installation in Alaska.
4. Willingness to report to work on short notice at all hours of the day and be present at the plant for long periods of time.
5. Must have a valid driver's license issued by the State of Alaska.

**EDUCATION AND TRAINING:**

1. Bachelor's Degree in mechanical engineering is preferred but may be substituted with substantial experience related to plant maintenance and/or industrial facilities.
2. Minimum of 5 years of experience in the management of an industrial maintenance operation, preferably an electric generation and heat plant.
3. Minimum of 3 years of supervisory experience.

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Employee Signature

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Date