

**Doyon Utilities, LLC  
Job Description**

<b>JOB TITLE</b>	Superintendent	<b>LOCATION</b>	FGA CHPP
<b>REPORTS TO</b>	Deputy Director	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	Mon-Fri
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	09/12/2018

**POSITION OBJECTIVES:**

The Superintendent is responsible for planning, scheduling and supervising the employees and the operation and maintenance of the Ft. Greely Central Heat & Power Plant (CHPP), a diesel-fired boiler heating plant with diesel fueled generators that provide base-wide backup power.

The Superintendent is responsible for determining the overall operational effectiveness of plant equipment and machinery, identifying trends in plant production, and the control of steam and electrical production in the plant. The Superintendent is responsible for developing and maintaining a Continuous Improvement process throughout plant operations.

**MAIN ACTIVITIES:**

1. Supervise all aspects of the CHPP operations and effectively provide supervision and direction to plant employees.
2. Responsible for providing technical guidance and assistance in training operators during familiarization and on the job training.
3. Employee supervision to include performance evaluations, disciplinary actions, and recommendations regarding hiring, termination, training, promotions and other personnel related duties.
4. Ensure CHPP is operated in a safe and efficient manner, and in compliance with all environmental regulations and permits.
5. Ensure reliable operational records are maintained and recorded for historical purposes and to document performance metrics for the plant.
6. Participate in annual budget preparation and development of capital improvement projects with the Director of Utilities.
7. Maintain an overall knowledge of the operating principles of equipment and machinery used in the power plant.
8. Establish and maintain effective working relationships with employees and supervisors.
9. Ensure plant and equipment is maintained in a clean and serviceable condition.
10. Available to respond to emergencies outside the normal workday.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of plant controls, tools, equipment, and proper procedures to operate and maintain the plant.
2. Ability to work extensively with Microsoft Office, CMMS, and the ability to learn the applications deployed by DU related to human resources and purchasing.
3. Ability to understand and execute written and oral instructions.
4. Ability to communicate effectively with supervisor, shift engineers and plant personnel.
5. Must demonstrate initiative and be able to work with little supervision.
6. Must be able to analyze plant operations and offer suggestions to improve operational efficiency.
7. Must be able to evaluate water analysis tests and recommend the proper water treatment required for efficient boiler operation.
8. 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.
9. Able to extend arms overhead while performing duties or perform duties while standing, stooping, twisting, bending, kneeling or from a prone position for up to one hour may be required.

**WORKING ENVIRONMENT:** Works primarily indoors and may be exposed to abnormal heat hazards. The work environment can be a Noise Hazard Area during equipment operation requiring the use of hearing protection throughout the shift. Standing, walking, climbing and bending is required at times. Required to properly wear and use safety equipment as directed, including hearing protection, respirators, coveralls, hard hats, safety glasses and safety shoes.

**CONDITIONS OF EMPLOYMENT:**

1. Must be able to maintain a level of physical fitness to perform the duties of Superintendent.
2. 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. Must have a valid driver's license issued by the State of Alaska.
5. Willingness to report for duty during emergencies or to cover shifts under short notice to ensure adequate staffing to operate the plant.

**EDUCATION AND TRAINING:**

1. High School Diploma or Equivalent
2. Technical Licenses, Certifications, or Degrees are preferred.
3. Minimum of 3 years of Supervisory or Lead experience.
4. Must have at least 10 years of experience working in industrial or utility facilities.

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Employee Signature

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Date