

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

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|-------------------------|--------------------|--------------------|-------------------|
| <b>JOB TITLE</b>        | Deputy Director    | <b>LOCATION</b>    | FGA Depot         |
| <b>REPORTS TO</b>       | Director           | <b>HOURS</b>       | 40 Hours per week |
| <b>TYPE OF POSITION</b> | Full Time, Regular | <b>SCHEDULE</b>    | M-F/7:30am-4pm    |
| <b>WAGE RANGE</b>       | DOE                | <b>FLSA STATUS</b> | Exempt            |
| <b>BARGAINING GROUP</b> | N/A                | <b>DATE</b>        | 1/30/2020         |

**POSITION OBJECTIVES:** The Deputy Director is responsible for a wide range of utility managerial functions to include but not limited to the oversight of utility operations and maintenance functions, capital improvement projects, scheduling and dispatching work crews, employee development, coordinating maintenance scheduling, and implementing preventative maintenance programs. The position ensures that the Standard Operating Procedures for operations and maintenance of the utilities are in place and current. In addition, the Deputy Director will administer a Quality Control program on a wide range of construction, repair, safety and environmental aspects of utility operations. The position ensures compliance with regulations, permits, policies and procedures of the installation. Responsibilities also include ensuring job site safety and maintaining detailed records and documents. Must have a good general knowledge of construction, operational processes, maintenance, safety and the ability to communicate with customers, craft, engineers, inspectors and government personnel.

**MAIN ACTIVITIES:**

1. Manage and develop front line supervisors and employees of various groups.
2. Determines methods and materials necessary to complete projects
3. If necessary, prepares sketches showing construction details and prepares lists of materials.
4. Initiates the procurements of supplies and materials for individual jobs and maintenance activities and ensure availability of essential equipment to complete the job.
5. Recommend revision to methods of operation, construction, material use, equipment layout and standards used in utility construction, maintenance and quality of final product.
6. Interpret engineering drawings, schematic diagrams, or formulas and confer with management and engineering staff to determine quality and reliability standards.
7. Observes worker and company contractor activities to verify that construction and maintenance activities are being conducted in according to company QC and safety standards.
8. Assists in establishing job scheduling, workflows, and maintenance scheduling to ensure compliance with the installation's guidelines and Doyon Utilities Construction Standards.
9. Coordinates and performs periodic site inspections and provide feedback to the Director and construction project manager regarding QC compliance, safety issues and general status of projects and activities by DU employees and DU contractors.
10. Reviews worksite logs, production reports and specification sheets to verify that reports adhere to quality control standards and specifications.
11. Evaluates data and writes reports to validate or indicate deviations from existing standards.
12. Participates in annual budget preparation and development.
13. Performs other related duties as assigned.

**WORKING CONDITIONS:** The position will be located at Fort Greely, Alaska. Employee will be required to work both indoors and outdoors while conducting work related activities for various Doyon Utilities projects and operation and maintenance functions. Employee may be exposed to heat, cold and frequent changes in temperatures. Work often will be dusty, dirty, windy, or in snow. Duties may be in conjunction with other assigned duties per the Director's direction.

**OTHER DUTIES:** Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**CONDITIONS OF EMPLOYMENT:**

1. Incumbent must be physically capable of visiting construction sites, undeveloped areas and potential project locations on military installations in Alaska to assess effectiveness of quality control efforts for DU projects.
2. Must be able to operate with minimal guidance and supervision while using sound judgment when working with employees or contractor personnel.
3. Subject to pre-hire and random drug testing in accordance with the published DU policy.
4. Must be eligible to work on a military installation in Alaska.
5. Possess and maintain a valid State of Alaska driver's license throughout the period of employment and ability to travel as required.
6. Maintain a comprehensive knowledge of construction standards and techniques, construction management and inspection techniques and be able to relate those skills to written reports related to QC inspections at the installations.
7. Must be able to effectively communicate with co-workers, contractors, supervisors and outside agencies in the day to day performance of duties.

**EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

1. Engineering, Process Technology or Construction Management Degree or related degree is highly desired. Experience and vocational certification(s) may be considered as a substitute for the educational requirements.
2. Minimum of 7 years of progressively responsible positions in the utility or construction industry or operation and maintenance of industrial facilities. At least 4 of those years at a supervisory level.
3. Knowledge of utility construction, utility operations and maintenance, value engineering, basic utility design features, and construction safety are required.
4. Possess a thorough, working knowledge of environmental terminology, principles, techniques, procedures and equipment to the design and construction of utility infrastructure applicable to utility operations on a military installation in Alaska.
5. Demonstrate effective verbal and written communications skills.
6. Computer proficiency in the use of Microsoft office products required.
7. Knowledge and experience with a computer maintenance management systems (CMMS) is preferred.

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Employee Signature

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Date