

**Doyon Utilities, LLC
Job Description**

JOB TITLE	Assistant Site Manager	LOCATION	FWA Depot
REPORTS TO	Site Manager	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F 7:30am-4:30pm
WAGE RANGE	DOE	FLSA STATUS	Exempt
BARGAINING GROUP	N/A	DATE	02/15/2017

POSITION OBJECTIVES: The Assistant Site Manager is responsible for the implementation and execution of a wide range of utility functions to include but not limited to the oversight of utility and water treatment operations and maintenance functions, scheduling and dispatching work crews, coordinating maintenance scheduling, and implementing preventative maintenance programs. The position is responsible for maintaining and updating the Standard Operating Procedures related to the operations and maintenance of utilities as well as administer a Quality Control program on a wide range of construction, repair, safety and environmental aspects of utility operations and determining whether finished products are of a specified quality. 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. The Assistant Site Manager resolves operational problems and makes decisions in critical situations. Must have a good general knowledge of utility and plant operations, maintenance, and safety; must have the ability to communicate with the customers, tradesmen, engineers, inspectors and government personnel.

MAIN ACTIVITIES:

1. Assists site management with development and implementation of site goals and objectives.
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 procurement of supplies and materials for individual jobs and maintenance activities and ensures availability of essential equipment to complete the job.
5. Recommend revisions to methods of operation, construction, material use, equipment layout and standards used in utility construction, maintenance and quality of final product.
6. Participates in the annual capital project planning process. Provides project identification through proper scope of work documentation and maintenance justification.
7. Interpret engineering drawings, schematic diagrams, or formulas and confer with management and engineering staff to determine quality and reliability standards.
8. Observes worker and company contractor activities to verify that construction and maintenance activities are being conducted in accordance to company QC and safety standards.
9. Assists in establishing job scheduling, work flows, and maintenance scheduling to ensure compliance with the installation's guidelines and Doyon Utilities Construction Standards.
10. Coordinates and perform periodic site inspections and provide feedback to the site manager and construction project manager regarding QC compliance, safety issues and general status of projects and activities by DU employees and DU contractors.
11. Reviews worksite logs, production reports and specification sheets to verify that reports adhere to quality control standards and specifications.
12. Evaluates data and writes reports to validate or indicate deviations from existing standards.
13. Participates in annual budget preparation and development.
14. Performs other related duties as assigned.

A WORKING CONDITIONS: The position is located at Fort Wainwright, 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. Working conditions may be dusty, dirty, windy, or in snow. Duties may be in conjunction with other assigned duties per the site manager's direction.

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 when necessary.
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 AND TRAINING:

1. Bachelor's Degree in Construction or Engineering related discipline is preferred. Experience and vocational certification(s) may be substituted for the educational requirements.
2. Minimum of 7 years of progressively responsible positions in the utility or process operations industry. At least 4 of those years at a supervisory level preferred.
3. Knowledge of utility construction, utility operations and maintenance, utility engineering, basic utility design features, and industrial safety practices 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.

Employee Signature

Date