

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

<b>JOB TITLE</b>	Deputy Director of Utilities	<b>LOCATION</b>	JBER-R Depot
<b>REPORTS TO</b>	Director of Utilities	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F 7:30am-4:30pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	11/01/2017

**POSITION OBJECTIVES:** The Deputy Director of Utilities 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 Deputy Director of Utilities 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.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provide technical support and oversight of outside engineering or specialty firms who are working for Doyon Utilities on projects related to the Water and Wastewater Systems. This includes interpretation of engineering drawings, schematic diagrams, or formulas, and conferring with management and engineering staff to determine quality and reliability standards.
2. Supervises the operations employees responsible for the water and wastewater utilities. The Water Treatment Plant Superintendent and Water Distribution/Wastewater Collections Foreman are direct reports to this position. This includes annual employee evaluations, disciplinary actions and goal setting activities.
3. Determines methods and materials necessary to complete projects.
4. If necessary, prepares sketches showing construction details and prepares lists of materials.
5. Initiates the procurement of supplies and materials for individual jobs and maintenance activities and ensures availability of essential equipment to complete the job.
6. Recommend revisions to methods of operation, construction, material use, equipment layout and standards used in utility construction, maintenance and quality of final product.
7. Observes worker and company contractor activities to verify that construction and maintenance activities are being conducted in accordance to company QC and safety standards.
8. Assists in establishing job scheduling, work flows, and maintenance scheduling to ensure compliance with the installation's guidelines and Doyon Utilities Construction Standards.
9. Coordinates and performs periodic site inspections and provides 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.
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 the preparation and development of the six (6) year capital plan and annual O&M budget to include preliminary estimates and budgets as well as prioritizing projects.
13. Gather, enter and review information for Operation and Maintenance Weekly and Monthly Reports.
14. Performs other related duties as assigned.

**WORKING CONDITIONS:** The position is located at Joint Base Elmendorf Richardson, 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.

**SKILLS AND QUALIFICATIONS:**

1. Engineering, Process Technology or Construction Management degree or related is highly desired. Experience and vocational certification(s) may be considered as a substitute for the educational requirements.
2. Alaska Department of Environmental Conservation (ADEC) certifications in Water Treatment IV, Water Distribution II and Wastewater Collection I are highly desired.
3. Minimum of seven (7) years of progressively responsible positions in Utility Process Operations/Maintenance or Construction Industry needed with at least four (4) of those years at a supervisory level.
4. Knowledge of utility construction, utility operations and maintenance, utility engineering, basic utility design features, and industrial safety practices are required.
5. 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.
6. Excellent analytical, oral and written communication skills
7. Strong computer skills and proficiency using the Microsoft Office Suite, including familiarity with SCADA systems and controls.

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Employee Signature

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Date