

HAINES BOROUGH
POSITION DESCRIPTION

DIRECTOR OF PUBLIC FACILITIES

SUMMARY:

The Director of Public Facilities is a full-time position working under the direct supervision of the Borough Manager. This position will provide management expertise and knowledge regarding maintenance and upgrades to existing borough facilities as well as new facility construction including CIP projects. This job description reflects the assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

- **Project & Contract Management:** Monitor contract performance, identify compliance deviations, and undertake actions to correct deviations. Ensure completion of deliverables and adherence to timelines; track milestones and timelines across projects and institute necessary work flows, analyze and resolve issues that have the potential to jeopardize performance and/or ability to meet agreed upon deliverables; and analyze financial and operational reports. Review designs in progress to assure constructability with minimal changes and fewer problems in the field.
- Oversee projects closely associated with other departments. Facilitate and coordinate communication between the borough, consultants, sub-consultants, architects, engineers, and other parties involved with facilities.
- Provide management oversight to the various borough facility-related departments including public works, ports & harbors, and water-sewer.
- Supervise the Facilities Maintenance Technician position.
- Participate in borough management team meetings and prepare a monthly report for submittal to the borough manager.
- Assist the borough manager and departments in the development of the six-year Capital Improvement Program.
- **Financial Duties:** Interface with the borough's finance department as necessary to keep track of, report on, and analyze department and project revenues and expenses. Participate in the annual budget process. Monitor project costs associated with facility construction and maintenance.
- Other duties as assigned by the borough manager.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read plans - including architectural, mechanical, and electrical.
- Knowledge of commercial construction methods and practices.
- Ability to be polite and patient and to maintain effective working relationships and communications with coworkers, the general public, local officials, contractors, and others as needed. (Note: this includes the ability to be sensitive to political implications.)
- Good verbal and written communication skills including the ability to speak in public.
- Ability to write reports and keep records both hardcopy and electronic.
- Ability and willingness to make unilateral decisions within (or without) the borough code structure.
- Ability to work odd hours and manage time, as needed.
- Knowledge of public projects and the public budget process; and ability to anticipate future needs and plan for needed funding.
- Knowledge of maritime construction - docks, etc.
- Knowledge of utility and road work.

EMPLOYMENT QUALIFICATIONS

- Bachelor's degree in architecture, building engineering, or construction management disciplines preferred.
- Five years project management experience working with architectural, engineering, environmental, and construction contracts including knowledge of and experience with value engineering.
- Two years experience with budget and cost control methods.
- Previous experience working within the public sector is preferred.
- Other combinations of education and experience may be considered.
- Applicant must have valid Alaska Drivers License at time of hire.

WORK CONDITIONS & ENVIRONMENT:

- Command of the English language is necessary: Read, Write and Speak.
- While performing the duties of this job, the employee is often required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, kneel, or crouch. The employee frequently moves about to coordinate work. The ability to occasionally negotiate stairs is important.
- The employee must occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually moderate.