

**JOB ANNOUNCEMENT**  
**CITY OF UNALASKA, AK**  
**DEPARTMENT OF PUBLIC UTILITIES**

**OPEN DATE:** February 4, 2022

**CLOSE DATE:** March 7, 2022

**POSITION:** DIRECTOR OF PUBLIC UTILITIES

**SALARY:** [Executive Position Min–Max Range] **\$93,073-\$148,913/year**

The City of Unalaska is home to the International Port of Dutch Harbor, the largest commercial fishing port in the United States. Unalaska is a coastal community located in the middle of the Aleutian Island Chain, eight hundred miles west of Anchorage. We are a multi-cultural community with a population of approximately 4,500 full-time residents and significant seasonal influxes from multiple commercial fishery operations that can double that population. Unalaska is also a vital transportation, shipping, and economic hub in the Arctic Region.

***The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.***

**GENERAL DESCRIPTION:** This executive-level position functions as the general manager of public utilities for the City of Unalaska under the general direction of the City Manager as outlined in the Unalaska Code of Ordinances, Section 2.52. This position manages and administers electric, water, wastewater, and solid waste utilities. Supervises all matters related to the management, planning, operation, engineering, and maintenance of the City's public utility facilities and systems. Provides planning and budgetary information to the City Council through the City Manager for the City's capital and maintenance projects. The City of Unalaska has recently entered into a Power Purchase Agreement for geothermal power and is working to implement that agreement. This position takes a leadership role in these efforts.

**KNOWLEDGE, SKILLS & ABILITIES:**

The successful candidate will have a demonstrated job history that includes the following:

- Extensive knowledge of the principles, concepts, theories, and practices of public utility management and administration; policies, programs and procedures typical of public utilities; principles and methods of program and project management, planning and development, knowledge of infrastructure maintenance and operations.
- Extensive knowledge of capital project management.
- Extensive knowledge of engineering and scientific principles, practices and methods as applied to public utility systems.
- Considerable knowledge of standard methods, principles, practices, and methods of utility operations, hazard and safety precautions as related to the work; state and federal rules, regulations, acts, and statutes related to utility operations.
- Knowledge of the principles and practices of public administration and management, including budgeting, fiscal control, program planning and development, and strategic planning.
- Knowledge of the principles and practices of employee supervision, including employee development, training, labor contract requirements, performance evaluations, and progressive discipline.
- Skill in reviewing and evaluating the work of subordinate staff to ensure high operational and service standards are met and maintained.
- Ability to identify employee training needs and in developing and coordinating programs and activities to improve professional skills, abilities, performance, and on-the-job safety.
- Knowledge of the principles and practices of emergency management, emergency management coordination, and incident command systems; particularly, as related to public utilities.
- Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
- High level of skill in planning, organizing, and directing the activities of the department.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public; to conduct necessary research and compile comprehensive reports; to plan, formulate, and execute policies and programs; to apply administrative concepts and practices to a variety of discrete functions; and to analyze and solve complex organizational and administrative problems.
- Ability to maintain confidentiality when necessary; ability to work under pressure, manage multiple projects, and meet varying deadlines; ability to maintain a professional manner at all times and to work cooperatively with employees, departments, federal and state agencies, local officials, and the public.

**EDUCATION & EXPERIENCE:**

- Graduation from a four-year college or university with a degree in engineering, or a related field such as science, business, or public administration.
- A graduate degree in a related field is preferred, and graduate education may be substituted for some of the required experience.
- Minimum of eight years of professional experience including three years in construction management and/or utility management or a related field.

- At least five years of supervisory level experience.
- Minimum of three years of executive management level experience.
- Other combinations of education and experience providing the knowledge, skills and abilities necessary to perform the duties of this job may be evaluated on an individual basis.

**LICENCES & SPECIAL REQUIREMENTS:**

- Must be at least 21 years of age.
- Specialized education/certification in Water, Wastewater, Solid Waste, or Electrical/Powerhouse operations are preferred.
- Registration as a professional electrical engineer in the State of Alaska is preferred.
- Must have, or be able to obtain, an Alaska Driver's License within 90 days of hire.
- Ability to pass all required pre-employment testing i.e. Criminal background and History, drug testing.
- Must be eligible to work in the US; requirements by Federal Law if hired must complete employment eligibility verification form (I-9).

**BENEFITS & SALARY:**

- Up to a \$10,000 Hiring Bonus.
- \$5,000 Relocation Assistance.
- Annual Airfare Allowance \$2,000, after the first year of employment.
- Medical & Dental Insurance - premium 100% employer-paid (employee & dependents).
- 100% employer paid Life-flight Insurance (employee & dependents).
- Personal Leave Accrual starting at 16 hours a month.
- 9 paid Holidays and 3 floating holidays per year.
- Eligible for Public Employees Retirement System (PERS) retirement.
- Eligible for 457 Plans with ICMA-RC or Mutual of America.
- City-Owned Vehicle to drive for work and personal use.
- City-Owned Employee Housing may be available for rent.

**TO APPLY: You must submit a City of Unalaska Application, Resume, and Cover Letter.** All necessary forms are available at City Hall, Administration Dept. 907-581-1252, or by downloading at [www.ci.unalaska.ak.us/hr/jobs](http://www.ci.unalaska.ak.us/hr/jobs) Return completed forms to Human Resource Manager, Byron Horne, email [bhome@ci.unalaska.ak.us](mailto:bhome@ci.unalaska.ak.us); or fax 907-581-4469

*WE ARE AN EQUAL OPPORTUNITY EMPLOYER*

*The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply.*