



**Chugach Electric Association, Inc.**  
**Position Description**

## **Manager/Senior Manager, Corporate Services**

### **Summary**

This position is responsible for overseeing the comprehensive management of the Association's Risk Management program, Physical Security, Procurement and Contract Management, Facility Maintenance, and operations of a 500-unit Fleet Shop and a \$20M Electrical Warehouse. The role ensures that each department operates efficiently, aligns with the organization's strategic goals, and complies with all regulatory requirements. This position is accountable for integrating these diverse areas to provide seamless support to the Association's operations, promoting safety, regulatory compliance, operational excellence, and cost-effectiveness.

### **Essential Functions**

- A. Collaborate with, assess, and manage Association risks, ensuring alignment with the organization's overall risk management framework and strategic objectives.
- B. Develop and maintain standardized risk management processes for the Association to proactively address enterprise-level risks and enhance organizational resilience.
- C. Coordinate with the Cybersecurity team to execute the vulnerability management process.
- D. Support and maintain compliance standards and documentation including Alaska Critical Infrastructure Protection (AKCIP) as it relates to physical security.
- E. Provides oversight and leadership to managers in charge of facilities maintenance, procurement and contracts, physical security, and fleet and warehouse operations.
- F. Oversee the development and management of operating and capital improvement budgets across all divisions, ensuring alignment with organizational financial goals.
- G. Ensure the efficient management of ongoing and preventive maintenance of the Association's properties and equipment to ensure critical infrastructure assets remain operational and minimize the risk of unplanned or catastrophic failure of critical buildings and equipment.
- H. Lead the strategic planning and execution of capital improvement projects, ensuring regulatory compliance, operational safety, and adherence to quality standards.
- I. Direct procurement strategies to ensure cost-effective and timely acquisition of materials, services, and equipment.
- J. Oversee contract administration, including competitive bidding, contract negotiations, vendor management, and performance evaluations.
- K. Ensure the physical security of Association assets, complying with all regulatory and legal requirements.
- L. Supervise the development and implementation of security policies, standards, and training programs.

<b>Reports To:</b> VP, Technology and Corporate Services	<b>Department:</b> Corporate Services	<b>Location:</b> Anchorage	<b>Position Type:</b> Full Time	<b>pg. 1</b>
<b>FLSA Classification:</b> Exempt	<b>Bargaining Group:</b> N/A	<b>Salary Grade:</b> 14	<b>Job Code:</b> 1228/1229-Sr.	<b>Effective:</b> December 2024



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- M. Administer a full-service fleet shop of 500 ensuring fleet maintenance like engine rebuilds is conducted in a timely and cost-effective manner while also negotiating annual fleet replacements, disposal auctions, and fuel contracts.
- N. Oversee a \$20 million electrical warehouse ensuring inventory control, material availability, and the disposal of retired equipment.
- O. Ensure all divisions comply with relevant federal, state, and local regulations, codes, and industry standards.
- P. Maintain open communication with internal departments and external partners to support organizational goals.
- Q. Perform other duties as assigned.

### Relationships

#### Internal

- Vice President, Technology and Corporate Services Reports to, receives direction and guidance from.
- Executive Staff: Present reports and provide information to.
- Department Managers and Employees: Supervise, provide direction and guidance to, reviews performance of, and coordinates with.
- Other Chugach Managers and staff: Coordinates activities with and provides information to.

#### External

- Bargaining Unit Representatives
- Federal/State Agencies: Communicates with, exchanges information with, and complies with regulated requests.
- Vendors and Contractors: Negotiate prices, terms and conditions for the procurement of equipment, materials, goods and services. Receive proposals; prepare, monitor and execute contracts; resolve disputes; and provide debriefing to unsuccessful proposers.

### Competencies

- Demonstrated ability to design and execute strategies that align departmental functions with long-term organizational vision and priorities.
- Skilled in enterprise-wide risk identification, mitigation, and integrating risk management frameworks into strategic planning and daily operations.
- Ability to develop, manage, and control complex budgets, ensuring financial performance aligns with organizational objectives and cost-efficiency targets.
- Demonstrated ability to lead cross-departmental initiatives, ensuring collaboration, clear communication, and alignment with organizational goals.

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- Ability to make informed, data-driven decisions, address complex challenges, and balance immediate needs with long-term strategic objectives.
- Skilled in leading teams, mentoring staff, resolving conflicts, and fostering a culture of accountability and continuous professional development.
- Demonstrated ability to lead and manage organizational change efforts, ensuring alignment with strategic goals and mitigating resistance.
- Ability to drive process optimization, implement best practices, and ensure continuous improvement.
- Ability to build and maintain strong relationships with internal and external stakeholders, driving consensus and representing the organization's interests effectively.

### Supervisory Responsibility

This position has supervisory responsibility for the Corporate Services, Fleet and Warehouse, Facilities, Security, and Procurement and Contracts departments.

### Work Environment

Work is performed in a standard office environment, with occasional weekend and evening work. Some travel to alternate sites may be required, including sites accessible by fixed wing aircraft. Occasional out of town travel.

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**SIGNATURES**

Reviewed and approved by:

*Josh Travis*

12/20/2024

Date \_\_\_\_\_

VP, Technology and Corporate Services

*Katie Millen*

12/20/2024

Date \_\_\_\_\_

VP, Human Resources

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### Minimum Qualifications and Experience

#### Education

Bachelor's degree in business administration, public administration, facilities management or a related field, required. Certifications such as Certified Facility Manager (CFM), Certified Public Procurement Officer (CPPO), or Project Management Professional (PMP), preferred.

#### Experience

Seven (7) years of progressively responsible experience including supervisory of facilities, administration, support services, or physical security, required. Experience working in a union environment, preferred.

#### Substitution

Additional professional experience in a similarly complex role or related field may be substituted for the required education on a year-for-year basis.

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