

City and Borough Sitka, Alaska

Class Specification

Class Title	Sawmill Cove Industrial Park Site Manager
Class Code Number	5065
FLSA Designation	exempt
Pay Grade/Bargaining Unit Contract	27
Effective Date	September 2010

General Statement of Duties

Direct point of contact for all lease holders at the Sawmill Cove Industrial Park (SCIP). Administration of facility maintenance and security for the SCIP.

Distinguishing Features of the Class

The principal function of an employee in this class is to develop and implement a maintenance and security program for the SCIP with emphasis on facility operations and management. The work is performed under the direct supervision of the Operations Chief, but extensive leeway is granted for the exercise of independent judgment and initiative. The SCIP Site Manager provides supervision over specific projects as assigned by the Operations Chief. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The duties of this class may be performed in an outdoor environment that may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Day to day management of all leases at the SCIP - ensuring compliance and documenting noncompliance;
- Reviews all leases at the SCIP;
- Administers and ensures compliance with all regulatory agencies and documents
- Communicates with the SCIP Board, CBS Administrator, the Public Works Director, and the Operations Chief regarding operations at the SCIP;
- Direct point of contact for all lease holders at the SCIP;
- Documents all activities at the SCIP through a daily logbook;
- Administers all facility maintenance in areas that are the responsibility of the City and Borough;
- Administers the security of the SCIP site;
- Develops SCIP site maintenance management programs for SCIP buildings and facilities;
- Maintains records on preventative maintenance for applicable facilities;
- Monitors and controls budget expenditures;
- Monitors SWPPP compliance;
- Maintains suitable supplies for equipment;
- Supervises temporary watchmen, responsible for crew productivity and safety;

- Monitors private sector contractors working on SCIP buildings and facilities;
- May provide on-call assistance to emergency call-outs;
- Remain current on the principles, practices, and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of Sawmill Cove Industrial Park Site or other industrial site management;
- Ability to use logical and creative thought processes to develop solutions for short-term and long-term SCIP systems needs;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to comprehend and follow safety rules and regulations;
- Ability to communicate well with others, both orally and in writing;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Extensive experience in the management of Industrial Site Systems;
- Extensive experience in computer maintenance management systems; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Alaska driver's license;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform necessary job duties;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in confined spaces and climb ladders.

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