



P.O. Box 46
Kotzebue, Alaska 99752

City Hall
(907) 442-3401

Police Dept.
(907) 442-3351

Fire Dept.
(907) 442-3404

Public Works
(907) 442-3401

POSITION VACANCY

CAPITAL PROJECTS MANAGER

IMMEDIATE SUPERVISOR: City Manager

SUPERVISION EXERCISED: May exercise general supervision over Capital Projects staff and temporary staff as needed and assigned.

GENERAL PURPOSE: Performs grant administration and engineering work in the provisions of office engineering support and field engineering support for environmental, water, sewer, street, and other Public Works projects and programs.

DUTIES: Coordinates and/or undertakes the development of City planning documents including the Utilities Development Plan, Comprehensive Sanitation Master Plan, and the Capital Improvement Plan. Coordinates the preparation of or develops, engineering plans and specifications, coordinates required advertising for bids, reviews proposals and construction bids. Provides construction administration and inspection services for public works projects or other City Capital projects. Prepares or develops, reviews and updates, the sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans. Maintains the engineering library and infrastructure records. Maintains as-built records of projects. Completes grant applications for new capital projects. Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. Graduation from a four-year college or university with a degree in civil engineering or a closely related field, or a minimum of 4-years experience in project management.
2. Minimum of 1 year of previous professional civil engineering experience, preferably with public works or infrastructure development projects.
3. Training and/or experience with AutoCAD/Softdesk drafting and design software.
4. Ability to communicate effectively, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.

5. Ability to conduct necessary engineering research and compose comprehensive reports.
6. Knowledge of rural Alaskan utility operations and methods. Arctic Construction techniques, and construction involving discontinues permafrost preferred.
7. Applicant shall demonstrate past experience and ability to write and manage grants, as well as technical construction project management of projects valued at \$1 million or more.

TOOLS AND EQUIPMENT USED: Personal computer, including word processing, spreadsheet, database and computer-aided drafting software; surveying equipment including level, and electronic distance measuring equipment, survey GPS.

SALARY: 100,000 DOE **REGULAR/FULL-TIME EXEMPT**

OPENING DATE: August 24, 2020 **CLOSING DATE:** Open until filled

**INTERESTED PERSONS SHOULD SUBMIT THEIR APPLICATION OR
RESUME TO:**

**CITY OF KOTZEBUE, CITY HALL
P.O. Box 46
Kotzebue, Alaska 99752
PHONE (907) 442-3401
FAX: (907) 442-3424**

THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER

Post 8/24/20: CITY HALL / ALEXSYS / KOTZ RADIO / NWAB / POST OFFICE