Job Title: Capital Projects Superintendent
Supervisor: Mayor
Classification: Classified
FT/PT Status: Full Time
FLSA Status: Exempt
Benefits: Medical, Dental, PERS, and Life Insurance

DISCRIPTION: Responsible for the development and oversite of NWAB's capital improvement projects, including the Kivalina Evacuation road and school construction project, ensuring quality of work and adherence to budgetary and schedule demands. Project development includes planning, space development, architectural design and specification, code review compliance, and construction administration, Reports directly to the Mayor.

DUTIES:

- Develops and manages all capital projects, except, those authorized under the Village Improvement Commission.
- Coordinates and consults with Mayor, Chief of Staff, Director of Public Services, Planning Director, Finance Director, and affected Village & City and IRA Administrators on all projects.
- Prepares and monitors construction and service contracts related to capital projects.
- Maintains written and verbal communications with funding sources, state and federal agencies & Partners, Planning and Development, and Administration, including required reports and proposals.
- Collaborate with State & Federal Agencies' and communities to identify project needs, infrastructure and service needs within NWAB communities.
- Presents findings, project plans, and other information to agencies, village, and Borough Assembly and administration as required and requested.
- Creates estimates for building-out projects, including labor, supplies, materials and other ancillary cost.
- Develops and oversees implementation of NWAB Facilities master plan.
- Prepares and presents reports to the governing body as requested.
- Serves on committees and teams as appropriate and assigned.

MINIMUM REQUIREMENTS:

- 10 years of work experience in a related field
- Should possess strong technical, administrative, organizational and communications skills
- An appropriate Master's degree maybe substituted for 4 years of the required experience
- Valid Alaska Driver's License with a good enough driving history to be covered by the Boroughs insurance.

Employee **Date**

Chief of Staff for **Date**

6-11-19

Mayor **Date**