

Introduced by: Mayor
Date: July 17, 1984
Vote: UNANIMOUS
Action: ENACTED

KENAI PENINSULA BOROUGH

RESOLUTION 84-125

APPROVING JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS FOR EMPLOYMENT FOR THE POSITIONS OF DIRECTOR OF EMERGENCY MANAGEMENT, PERSONNEL OFFICER, AND CONTRACT COMPLIANCE ENGINEER I.

WHEREAS, it has been requested that the job title "Construction Engineer" be changed to "Contract Compliance Engineer I"; and

WHEREAS, the Assembly approved funding in the FY 1984-85 budget for these positions and set salary limits in Resolution 84-96; and

WHEREAS, a job description and qualifications for the positions of Director of Emergency Management, Personnel Officer, and Contract Compliance Engineer I must be formalized;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THAT:

Section 1. The authorized positions are as follows:

- a. Director of Emergency Management
- b. Personnel Officer
- c. Contract Compliance Engineer I

Section 2. The qualifications, job descriptions, and responsibilities are as follows:

- a. Position Description: Director of Emergency Management

Service Type: Administrative

Definition:

Under the general direction and supervision of the Kenai Peninsula Borough Mayor or his designee, the Director of Emergency Management is responsible for the preservation of life and property in the event of a natural or man-made emergency/disaster by making maximum use of Borough resources to include fallout protection, manpower, equipment and other life sustaining materials; provides a direct liaison between the Mayor's office and the Fire and Emergency Medical Service area boards; and insures and directs an open line of communications to the Kenai Peninsula Borough Assembly and Administration.

Minimum Qualifications:

Qualifications for this position include a Bachelor's Degree from an accredited college or university and five (5) years emergency management or related experience.

Responsibilities:

1. Performs as the coordinating agent for all activities which are relative to natural or man-made emergencies/ disasters.
2. Coordinates activities of workers engaged in preparing for combatting disaster situations and negotiates with civic and professional leaders to develop and implement survival plans in accord with state and borough needs.
3. Identifies shelters to meet local needs, and federal and state standards.
4. Seeks cooperation of property owners, civic leaders and professional groups in providing facilities and services for emergency preparedness.
5. Confers with business and governmental representatives to assist in local borough emergency planning.
6. Exercises the authority and discharges the duties vested in the Director of Emergency Management by Chapter 20 (Civil Defense) and Chapter 23 (Alaska Disaster Act) or Title 26 of the Alaska Statutes, as amended.
7. Reviews emergency plans to coordinate with changes in state or federal policies and military technology.
8. Coordinates needed search and rescue operations as requested.
9. May assist in providing warnings and survival information to the borough before, during and after emergency situations.
10. Provides for the complete and efficient utilization of the Borough personnel, facilities and equipment in event of an emergency/disaster.
11. Directs inspection and inventory of emergency supplies and equipment.
12. Directs activities of headquarters technical, clerical and administrative staffs in the time of emergency/ disaster.
13. Provides direct liaison between the Borough government and the fire and emergency service area boards in the event of a declared emergency and/or disaster.

14. Coordinates and assists in the management of approved policies of the respective fire and emergency medical service area boards in the event of a declared emergency and/or disaster.
15. Provides upon request assistance in providing training and equipping the personnel of the fire and emergency medical service area boards.
16. Any additional duties that may occur as a result of assignment by the Mayor, his designee and/or fire and emergency medical service boards' needs.
17. Coordinates alternative emergency communication plans with amateur radio licensees throughout the Borough and participates in not less than annual communication exercise.

b. Position Description: Personnel Officer

Service Type: Administrative

Definition:

Under the general direction and supervision of the Kenai Peninsula Borough Mayor or his designee, the Personnel Officer is responsible for the administration of personnel functions of the Kenai Peninsula Borough.

Minimum Qualifications:

Qualifications for this position are a Master's Degree in Business Administration and at least four years of experience as a personnel officer, classifications officer or related personnel experience in a responsible position. A Bachelor's Degree is acceptable if supplemented by an additional four years of experience in personnel related jobs which have demonstrated the applicant's ability. Additional qualifications may apply as deemed appropriate and acceptable by the Mayor. The educational requirement may be substituted by work related experience on a two year for one basis.

Responsibilities:

1. Plan, direct, coordinate and participate in recruitment of classified and administrative personnel.
2. Organize the screening and processing of candidates' applications and insure required testing is accomplished.
3. Interview and assist in selection of employees to fill vacant positions.
4. Plan and conduct new employee orientations.

5. Keep records of employee insurance coverage, pension plan and personnel transactions, i.e. hires, promotions, transfers and terminations.
6. Conduct wage surveys to determine competitive wage rates.
7. Prepare a budget for personnel operations.
8. Counsel with employees and employee representatives to resolve complaints, difficulties or other matters related to personnel management.
9. Prepare reports and recommendations to reduce absenteeism and tardiness within the work force.
10. Interpret rules and contracts governing Borough employees and make recommendations for changes in legislation.
11. Serve as a member of board's negotiating team and assist in the preparation of data pertinent for negotiations.
12. Advise personnel on retirement procedures, certification, negotiated agreement and fringe benefit program.
13. Perform any additional duties that may occur as a result of the Personnel Department work load and/or as assigned by the Mayor and/or his designee.
14. Classify education and experience of applicants.
15. Review personnel assignments and requests for changes with the supervisors.

c. Position Description: Contract Compliance Engineer I
Public Works

Service Type: Administration (Middle Management)

Definition:

Under the direction and supervision of the Kenai Peninsula Borough Public Works Director, the Engineer I performs the construction contract administration; analyzes pre-design and construction budget estimates and schedules to determine preliminary cash flow requirements; identifies the nature and size of design services and construction requirements and develops scope of work statements for A/E proposals; prepares request for proposals for solicitations of design consultants and general contracting firms for maintenance and construction of roads, bridges, buildings, utilities, or other capital projects as required.

Minimum Qualifications:

Bachelor's Degree in civil engineering or architecture, and 10 years of experience working in the commercial construction, engineering or architecture field as project manager or contract administrator. Sub-professional engineering experience, graduate study, or experience in commercial construction supervision may be substituted for the required education on a year for year basis. (Arctic job experience preferred.) Certification as a professional engineer by the State of Alaska within one (1) year after employment. A thorough understanding of construction contract and concepts is required. A personal vehicle and valid, unrestricted Alaska driver's license is required for this position.

Responsibilities:


1. Applies architectural and engineering principles and practices to any or all phases of the location and design, the construction or maintenance of roadways, bridges, buildings, utilities or other capital improvement projects, including preparation of plans, specifications, and cost estimates.
2. Administers complex construction contracts. Represents the department in dealings with the contractor, the general public, local, state and federal entities on problems and contract changes.
3. Provides construction inspection and reviews the quality and quantity of materials and the methods of placement and removal of materials in accordance with plans and specifications.
4. Evaluates preliminary studies for complex projects and determines feasibility.
5. Serves as contract administrator on major and minor construction projects.
6. Assists in the preparation of reports, plans specifications and estimates for various types of design and construction projects.
7. Assists in preparing and negotiating utility relocation agreements and monitors utilities being installed under a utility permit or on a complex utility relocation project.
8. Reviews drafting or performs mathematical calculation for design geometrics, weight loads and stresses or alignments and computes quantities and cost of materials in the preparation of preliminary project cost estimates.
9. Assists in field investigations and depicts terrain and its affect on structural support; assists in designing piles, footings, foundations, structural frameworks and other steel and concrete members necessary to support the architectural

design; performs engineering computations to determine weight loads and stresses; prepares cost estimates, job and materials specifications and detailed working drawings.

10. Investigates complaints regarding non-operating or inferior construction during guarantee period, determines cause and instructs the contractor to make necessary repairs when appropriate.
11. Any additional duties that may occur as a result of the Public Works Department work load and/or assigned by the Public Works Director.

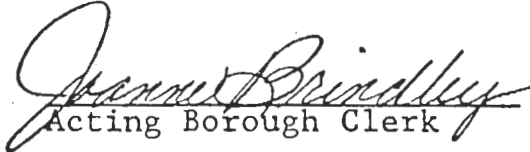
Section 3. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 7th DAY OF August, 1984.



Joseph C. Arness, Assembly President

ATTEST:



Acting Borough Clerk