

Introduced by: Mayor
Date: 12/08/98
Action: Adopted
Vote: 9 Yes, 0 No

**KENAI PENINSULA BOROUGH
RESOLUTION 98-096**

**A RESOLUTION ESTABLISHING A MAJOR CAPITAL PROJECTS
ADMINISTRATOR POSITION FOR THE SOUTH PENINSULA GENERAL
HOSPITAL EXPANSION/REMODEL PROJECT**

WHEREAS, voters approved the South Peninsula General Hospital expansion/remodel project at the October 6, 1998 election; and

WHEREAS, the project is scheduled to last into the fall of 2002; and

WHEREAS, a project of this length and scope requires full time contracts administration attention; and

WHEREAS, all costs associated with this position will be charged to the project and no additional appropriations will be necessary;

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

SECTION 1. That a major capital projects administrator position is established for the South Peninsula General Hospital expansion/remodel project.

SECTION 2. That this position is classified "administrative" and the attached job description is approved and incorporated by reference.

SECTION 3. That this position is automatically deleted upon completion of the project.

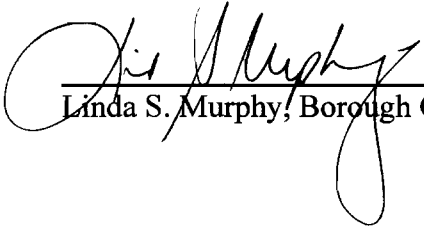
SECTION 4. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 8TH DAY OF DECEMBER, 1998.



Ronald Wm. Drathman, Assembly President

ATTEST:



Linda S. Murphy, Borough Clerk

Position Description: Major Capital Projects Administrator

Service Type: Administrative

Definition: Under the general direction and supervision of the major projects division manager, the major capital projects administrator performs management and administration functions for major capital improvements involving selecting and applying accepted and standard architectural and engineering practices associated with the location, planning, design, materials, and construction of buildings, site improvements, utilities or other capital projects.

Minimum Qualifications: A bachelor's degree in construction management, architecture, or civil engineering and five years experience in architecture, engineering or in one or more of the building trades; or education and training in architecture or engineering substantially equivalent to the above with a thorough understanding of construction terms and concepts. A personal vehicle and valid, unrestricted Alaska driver's license is required for this position.

Essential Functions:

1. Applies contract management, architectural and engineering principles and practices to any or all phases of the location, design and construction of a wide variety of types of major capital improvement projects.
2. Serves as contract administrator and /or construction coordinator on major construction projects.
3. Prepares reports, plans, specifications, and estimates for various types of design and construction projects.
4. Performs drafting, design and mathematical calculations for design geometrics, weight loads, stresses and alignments. Computes quantities and cost of materials in the preparation of preliminary project cost estimates.
5. Performs field investigations and depicts terrain and its effect 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 stress; prepares cost estimates, job and materials specifications and detailed working drawings.
6. Negotiates contracts for professional and construction services; purchases and expedites materials and equipment; coordinates with a variety of other government and/or private agencies.

7. Supervises assigned support staff, if any.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; and regularly required to sit, stand, walk and reach with hands and arms. The employee must occasionally transport up to 50 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.