



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

### ENGINEER

**IMMEDIATE SUPERVISOR:** City Manager

**SUMMARY:** The City of Kotzebue lies in the Northwest Arctic region of Alaska and is rich in tradition and culture. Kotzebue has a population of approximately 3300 residents and is remote yet has many modern amenities. This position is a key member of the City overseeing infrastructure projects from conception through design, permitting, construction and management of infrastructure and public improvement projects. As an employee, you will be enhancing the quality of life for the citizens by striving to plan, construct, and maintain the City's infrastructure.

#### ESSENTIAL FUNCTIONS:

- Coordinates and/or undertakes the development of City planning documents including the Utilities Development Plan, Comprehensive Sanitation Master Plan, and the Capital Improvement Plan
- Coordinate the planning, financing, design, bidding, construction, purchasing and warranty procedures of all capital projects
- Coordinates the preparation of or develops engineering plans and specifications
- Prepares scope of professional services for design work; coordinates advertisement for consultant submittals
- Provides overall responsibility for completeness and accuracy of City Capital projects and ensuring compliance with regulations, standards and guidelines
- Prepares or develops reviews and updates, the sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans.
- Act as liaison to outside agencies, Federal, State and local governments, utility companies, private property owners, community organizations and other City departments and to citizens' concerns relating to the design and construction of capital improvement projects.
- Supervises and participates in the review of complex Civil Engineering reports, designs, plans specifications and cost estimates.
- 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.
- Develops and administers improvement strategies ensuring project delivery and performance outcomes are improved or maintained to high performance levels
- Assesses and ensures project goals and objectives for the City are achieved within time constraints and budget.
- Responsible for project-related decisions while ensuring budget compliance
- Maintains the engineering library and infrastructure records including as-built records
- Completes grant applications for new capital projects.
- Performs other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

- 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
- Minimum of 1 year of previous professional civil engineering experience, preferably with public works or infrastructure development projects
- Training and/or experience with AutoCAD/Softdesk drafting and design software
- Ability to communicate effectively, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public
- Ability to conduct necessary engineering research and compose comprehensive and accurate reports
- Knowledge of rural Alaskan utility operations and methods. Arctic Construction techniques and construction involving discontinues permafrost preferred
- 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
- Must have the ability to be flexible, adaptable and a positive team member

**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 and any other tools, instrument, equipment and techniques commonly used in the performance related tasks

**SALARY: \$80,000 - \$85,000 DOE                      REGULAR/FULL-TIME EXEMPT POSITION**

**OPENING DATE: 3/31/17                                      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  
EMAIL: psmith@kotzebue.org**

**THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER**

Post 3/31/17: CITY HALL / JOB SERVICE / KOTZ RADIO / NWAB / POST OFFICE