POSITION AVAILABLE
October 15, 2019

TITLE: Cold Bay Terminal Manager
CLASSIFICATION: Contract Position

DUTIES AND RESPONSIBILITIES: The Cold Bay Terminal Manager is responsible for providing maintenance and general support on behalf of the Aleutians East Borough (Borough) for the Cold Bay Terminal Building (Facility). The Manager shall act as a liaison between tenants, Facility users, and the Borough Administration and Mayor. Work shall include all activities necessary to provide safe, efficient, and cost-effective operation of the Facility. Maintenance and upkeep duties of the following Facility components will include, but not be limited to: HVAC, lighting systems, electrical meter reading, hardware, alarm systems, grounds keeping, plumbing, Borough-owned vehicles, and office equipment. This position acts as the emergency contact for the facility and must be available on-call, 7 days per week, in addition to daily duties. A full Scope of Services is available upon request to the e-mail below. This position is based in Cold Bay, Alaska.

DESIRED QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO: High School diploma or equivalent, familiarity with the Aleutians and/or rural Alaska, ability to lift 50 pounds, ability to learn quickly and accept and process feedback, ability to work on-call 7 days per week. Applicants must reside in Cold Bay, Alaska if offered the position.

CONTRACT FEE AND DURATION: The contract shall be for $30,000 annually ($2,500/mo.). The contract shall be for 1 (one) year with the option to extend for 2 (two) additional years.

APPLICATIONS: To request an application, please e-mail mtesche@aeboro.org or call 907-274-7559. Interested candidates must submit the application to:

   Assistant Borough Administrator
   Aleutians East Borough
   3380 C Street, Suite 205
   Anchorage, AK 99503

Application packets may be hand-carried or mailed to the above address, faxed to (907) 276-7569, or e-mailed to mtesche@aeboro.org.

CLOSING DATE: Applications are due on October 28, 2019 at 12:00 PM.