

## **Aleutians East Borough Job Description**

# **Cold Bay Terminal Manager (Contract Employee)**

### **Job Summary**

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. Work shall include all activities necessary to provide safe, efficient, and cost-effective operation of the Facility.

### **Major Duties**

- Act as a liaison between tenants, Facility users, and the Borough.
- Maintenance and upkeep for the entire Cold Bay Terminal Building, including but not limited to:
  - HVAC
  - Lighting systems
  - Electrical meter reading
  - Installing and maintaining hardware
  - Ensuring proper function of alarm systems
  - Maintaining the parking area
  - Grounds keeping
  - Plumbing
  - Furniture and fixtures owned by the Borough
  - Borough vehicle upkeep
  - Operating and maintaining office machines
  - Emergency facility management response
  - Minimal janitorial duties when necessary
- At the request of and following coordination by Borough Administration, the Terminal Manager shall be the local point of contact for Outside service providers for those trouble-shooting and maintenance tasks which are beyond the abilities of the Terminal Manager, ensuring those tasks are completed timely and reporting to the Borough's

Anchorage office regarding all such work which is done by person who are not Borough employees.

- The Terminal Manager shall act as the Borough point of contact for administrative duties in Cold Bay by maintaining records and logs related to the management of the Facility, receiving and shipping supplies needed for the upkeep of the Facility, and other duties required to maintain the Facility.
- The Terminal Manager shall be the emergency contact for the Cold Bay Terminal operations.
- The Terminal Manager shall oversee that tenants are following safety practices, guidelines, and requirements outlined in the Terminal Lease.
- In the event of an absence from the workplace, the Terminal Manager shall arrange for and compensate a backup contractor to perform the duties established in the Contract.
- The Terminal Manager may be assigned other duties from time to time.

### **Work Environment**

Work is performed in an indoor/outdoor environment in Cold Bay, Alaska. Work will be conducted out of the Cold Bay Terminal. There is a lot of interaction with people, both in person, via e-mail and cellphone.

### **Supervisory Control/Responsibilities**

The Cold Bay Terminal Manager reports to the Borough Administration.

### **Compensation**

The contractor shall receive a monthly payment for services rendered. It is understood that the contractor will work on average, 60 hours per month and that monthly workloads will vary through the contract period.