

Position	Operations Manager
Facility	Alaska Sealife Center
Location	Seward, Alaska
Job Summary	The Operations Manager oversees life support and building maintenance functions; including staff supervision, project planning, coordination, and implementation at the Alaska SeaLife Center (ASLC) and special Center-wide projects.
Essential Functions	<ol style="list-style-type: none"> 1. Provides leadership and supervision to the Life Support and Facilities team. 2. Ensures the efficient operation and maintenance of mechanical and life support systems. Maintains current knowledge of the design, proper operation and emerging technology for mechanical and life support systems. 3. Ensures the maintenance, repair and overhaul of major plant equipment. Drafts annual written proactive maintenance plan(s). 4. Develops and manages vendor contracts for all physical infrastructure and major building maintenance projects. 5. Assists the Operations Director with development and management of budgets for utilities, and all physical infrastructure and major building maintenance projects. 6. Ensures all Facilities and Life Support personnel are properly trained and equipped for their assigned tasks, and conducts or arranges for training as necessary to carry out the Department's objectives. 7. Makes personnel and strategic initiative recommendations to the Operations Director. 8. Coordinates resources with all ASLC departments to ensure completion of projects in a timely manner to support the Center's mission and success. 9. Innovates ways to enhance and improve Center operations, within budgetary resources. 10. Must be capable of performing the duties of the positions supervising including on-call hours, completion of repair/maintenance procedures, application of technical drawings and specifications, and any necessary departmental tasks as circumstances require. 11. Maintains familiarity with SDS system and hazardous communications. 12. Maintains a valid driver's license. 13. Fosters good relations with visitors, volunteers, community leaders, contractors, and fellow staff members by promoting positive attitudes, good will, cooperation, and providing high standards of service. 14. Complies with all Alaska SeaLife Center policies, procedures, and programs. 15. Performs other related duties as assigned.
Other Duties and Responsibilities	
Knowledge, Skills and Abilities	Ability to deal with all levels of staff and to establish and maintain strong rapport and effective relationships. Strategic thinker with solid planning and organizational skills able to deal with multiple projects simultaneously. Effective problem solving and sound logical decision-making skills. Flexible team player. Works independently with minimal supervision.
Education & Experienced Required	Minimum of an Associate's degree in a related field and 5 years' experience in a recognized trade (Facilities Maintenance, Construction, Engineering, or similar), including progressive supervisory experience or the equivalent required. Bachelor's degree and minimum of 3 years' experience at an AZA-accredited facility preferred.

Licenses and Certifications Required

Physical Requirements

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to see and hear; stand and walk; stoop, kneel, and crouch; use arms and hands; handle objects, tools, and controls; and sit. Ability to lift and move 50 pounds.

Working Conditions

Marine mammal research center and public aquarium. Inside and outside of facility.

Salary

\$50,000 to \$56,000 DOE Benefits

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