


Kenai Peninsula Borough  
Office of the Borough Mayor

---

**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Assembly

**FROM:** Charlie Pierce, Mayor 

**DATE:** March 25, 2021

**RE:** Confirmation of Dil Uhlin, Jr. as Director of Maintenance

---

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, Dil Uhlin, Jr. is hereby submitted for confirmation as the Borough Director of Maintenance. Upon confirmation, Mr. Uhlin will serve as the Director of Maintenance and the Roads Director.

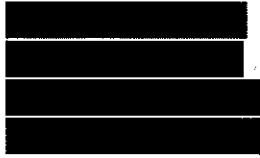
KPB 2.20.030 states:

The assembly shall examine the qualifications of the executive for the purpose of determining whether they comply with the requirements prescribed by statute or ordinance for the position occupied. If they comply, the assembly shall so find and shall confirm the appointment. If they find the executive not qualified, they shall deny confirmation and the mayor shall thereafter hire a qualified person. No more than 31 days shall pass after the mayor has submitted the name of a new executive officer before the assembly shall determine by majority vote whether or not the qualifications set by statute and ordinance have been met. Failure to consider the matter within this time shall be deemed to constitute a finding that the officer possesses the requisite qualifications.

Mr. Uhlin's resumé and job description are attached. Based on his qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.



DIL E. UHLIN Jr.



## **OBJECTIVE**

To secure a career in which the professional environment and corporate policies allow me to use my experience and knowledge as a Maintenance Manager.

## **EDUCATION**

- Bachelor of Science, Criminal Justice, Troy University
  - Graduated Cum Laude
- Associates in Arts, Criminal Justice, Harrisburg Area Community College
  - Graduated with High Honors
  - Award the Michael C. Ament Award for the First-Year Outstanding Student
  - President of the Lambda Alpha Epsilon Criminal Justice Honorary Fraternity
  - Dean's List
- Automotive Maintenance Warrant Officer Basic Course, United States Army Logistics University  
Warrant Officer Candidate School
  - Served as the Executive Officer
- Basic Non-Commissioned Officers Course
  - USAOC&S Certificate of Achievement for Top All Around Graduate
  - Ordnance Corps Top Graduate Award for earning 100% Academic Average
  - Awarded Colonel Decius Wadsworth Award of Scholarship
  - Selected by peers to receive MSG James D. Bainer coin for group contribution
- Warrior Leader's Course
  - Commandant's List for being in the top 20% of the class
- Heavy Wheel Vehicle Mechanic Course, Army Institute for Professional Development
- Light Wheel Vehicle Mechanic Course, Army Institute for Professional Development
- Mine Resistant Armor Protected Vehicle Maintainers Course
- Rough Terrain Container Handler Maintenance Course

## **EMPLOYMENT HISTORY**

- MagTec Alaska LLC, Director of Services 2016 – Current

### **Duties Summary**

Oversee, direct and coordinate service and repair activities in the State of Alaska. Forecast and execute scheduled maintenance requirements for fleet of more than 500 pieces of equipment consisting of light duty trucks, heavy trucks, construction equipment, oilfield equipment, generators, heaters, light sets, environmental units and miscellaneous equipment. Designates, maintains, and monitors current maintenance repair priorities of equipment to ensure contractual compliance and customer satisfaction. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and

resolving problems. Supervises a variety of complex maintenance and/or specialized repair tasks on automotive, construction, and/or special vehicles and equipment; inspects and tests completed work of subordinate employees to ensure conformance to prescribed standards of quality and safety; provides technical assistance and guidance or solves unusual or complex mechanical problems. Establishes and controls preventive maintenance requirements for vehicles and similar types of automotive equipment based upon the manufacturers' recommended preventive maintenance schedules; reviews preventive maintenance criteria and recommends adjustments based on local environmental operating conditions and availability of shop resources. Prepares and maintains records and reports incidental to servicing, inspection; maintenance, and/or documents repair work accomplished by the work unit, and records supplies, and materials used; prepares time, material, and cost estimates for maintenance, repair, and inspection of vehicles/equipment. Reviews work orders for completeness and accuracy; ensures that time and parts are reasonable for repair; enters appropriate notes into system. Prepare bid proposals for client review. Stand in for the Chief Operations Officer while on vacation or out of town on business.

- Peak Oilfield Service Company LLC., HSE Manager

2014 – 2016

#### Duties Summary

Responsible for Environmental and Occupational Health Program to include: Perform regular, formally documented, audits of facilities and operations to identify and evaluate accident producing conditions and practices. Actively assist in the formulation and adoption of recommendations designed to eliminate or maintain optimum control of the hazards and exposures observed. Assist management in the environmental evaluation of hazards and exposures of planned or proposed facilities, operations or product. Assist in the implementation and conduct of bi-monthly formal audit program. Assure instruction of supervisory personnel in hazard identification techniques. Identify non-compliance issues and bring them to the attention of the environmental attorney and upper management to determine proper response. Evaluate new employee orientation requirements and assist in the development of appropriate programs. Assist in the evaluation and development of employee training programs as required. Coordinate administration of general employee training programs as mandated in the Peak Training Program. Train new employees in regards to orientation, health and safety training, environmental responsibilities, and assure necessary follow up training is complete where necessary. Assure accurate maintenance of employee training records. Act as a liaison between client, management and regulatory agencies. Conduct annual review of EMS plan. Receive and respond to requests for information about the Environmental Management System. Ensure that all waste management personnel receive appropriate training; Determine specific environmental training required by Peak personnel; Monitor training needs in conjunction with HSE&T Director and HSE&T Specialists; Assist members of HSET Department in review of training requirements. Develop SOP's for environmentally related operations considered to have a significant impact according to EMS and Best Management Practice. Disseminate environmental SOP's to all appropriate supervisors and assist in employee training and maintain Environmental SOPs.

- United States Army,

2004 – 2014

Position: Battalion Maintenance Officer and Organizational Senior Automotive Maintenance

## Duties Summary

Battalion Maintenance Office for the 553 D CSSB comprised of nine companies consisting of 1600 employees. Served as the principle adviser to the battalion commander in all areas of operational maintenance. Responsible for accountability, maintenance and operational readiness of all organizational equipment worth over \$100 million. Implemented and operated vehicle maintenance programs, practices, and procedures for developing optimal utilization of maintenance personnel. Implemented procedures and processes to monitor and apply maintenance work orders and safety of use messages, totaling the execution of 2,000 completed actions for the battalion. Provided technical advise to nine motor sergeants to ensure that they and their units maintenance programs were successful. Supervised the integration of three units into the battalion's internal maintenance infrastructure. Developed and implemented a man hour accounting training program to increase battalions efficiency and overall understanding and execution of the Army's man hour accounting system. Implemented environmental compliance policies that resulted in 100% on the battalions inspections and the battalions selection for the Fort Hood Environmental Stewardship Award.

- 53D Quartermaster Company

2011 - 2012

## Unit Maintenance Warrant Officer

### Duties Summary

Maintenance Officer for a general support petroleum company in support of all Divisional and Non-Divisional units located on Fort Hood Texas. Supervised daily field level maintenance operations and reporting requirements for just over 200 pieces of rolling stock and various support equipment. Served as the principal adviser to the Company Commander on all maintenance and repair issues and was responsible for operational readiness of unit equipment. Responsible for all maintenance coordination with external organizations and reception and issue of new equipment assigned to the unit to support the units daily mission requirements. Overseen all logistical training exercises, contingency planning and submission of all unit logistical reports to higher headquarters. Established company standard operating procedures manual for the company, enabling the Company to be selected FY11 III CORPS Army Award for Maintenance Excellence.

- Division Special Troops Battalion, 3rd Infantry Division,

2008 - 2011

## Motor Sergeant

### Duties Summary

Provided maintenance management oversight and technical guidance for a Company consisting of 200 employees and 150 pieces of military, commercial and construction equipment with an estimated value of \$10,000,000. Managed an organizational maintenance budget of \$2,500,000. Planed and organize work schedules; assigned duties; instructed and supervised subordinates in appropriate practices, procedures, and safety. Developed and implemented organizational maintenance training program, managing and monitoring parts requisitions, job prioritization,

vehicle recovery operations and systems troubleshooting/diagnostics. Conduct in-process inspection/troubleshooting procedures, during repairs and overhaul of engines, transmissions and power train major assemblies and components, hydraulic system and fuel system components.

- US Army, HHSC, STB, 3rd Infantry Division

2007 - 2008

#### Senior Wheeled Vehicle Mechanic

##### Duties Summary

Diagnosed and troubleshoot heavy and light military, commercial, construction and support equipment. Supervised and provided technical guidance to junior mechanics in their accomplishment of their duties. Conducted in-process inspections and troubleshooting procedures during repairs and overhaul of engines, transmissions and power trains, major assemblies and components, hydraulic system and fuel system components. Supervised recovery team performance of wheeled vehicle recovery operations. Instructed mechanical, electrical, hydraulic and pneumatic malfunctions troubleshooting and diagnostic training.

- 348th Quartermaster Company

2004 - 2007

#### Wheeled Vehicle Mechanic

##### Duties Summary

Performed troubleshooting and diagnosis of mechanical, electrical, hydraulic and pneumatic systems. Replaced engine components such as fuel pumps, generators, starters, voltage regulators, relays, radiators, universal joints, brake shoes, engine mounts, and lines and fittings.

#### CERTIFICATES

- Demonstrated Senior Logistician, The International Society of Logistics
- Contracting Officer Representative
- Contracting Officer's Representative in a Contingency Environment
- Contracting Officer's Representative with a Mission Focus
- Project Management
- Six Sigma Introduction
- Performance Based Logistics Product Support
- Introduction to Earned Value Management
- Cost Analysis
- Overview of Acquisition Ethics
- Ethics for Acquisitions and Logistics
- Acquisitions Logistics Fundamentals
- Fundamental of Systems Acquisitions Management
- Motor Pool Managers Course
- Risk Management
- Commanders Safety Course
- Environmental Compliance Officer
- Refrigerant Recovery/Recycle

- **Test Measurement Diagnostic Equipment Support Coordinator**
- **Army Oil Analysis Coordinator**
- **AMC Air-lift/Air-load Equipment Preparation Course**







## Position Description

### Kenai Peninsula Borough

---

#### **Director of Maintenance**

#### **Service Type: Administrative Level 6**

**Definition:** Under the general direction and supervision of the borough mayor and/or his designee, the director of maintenance is responsible for the operation, management and administration of the maintenance department as set forth in KPB 2.50, Department of Maintenance.

**Minimum Qualifications:** Bachelor's degree in a related field and at least ten years of progressively responsible experience in the areas of administration, building trades and maintenance or an equivalent combination of training and experience. Must possess an ability to supervise a crew of sixty or more workers; and to plan, budget and regulate expenditures. Must have a valid Alaska driver's license to perform all functions.

#### **Essential Functions:**

1. Responsible for maintenance and repair of all borough buildings, structures, facilities and mechanized equipment owned, operated or leased by the Kenai Peninsula Borough.
2. Responsible for expedient repairs on school complexes, insuring emergency situations are corrected in the shortest period of time possible.
3. Works closely with local, state and federal agencies to ensure all regulations are met and strictly enforced.
4. Works closely with Capital Projects Department, Risk Management and school district to ensure the objectives of each department are implemented and followed.
5. Prepares budgets and regulates expenditures and purchase orders for the department.
6. Prepares and accepts bids of maintenance, equipment and supplies as required.

Position Description – Director of Maintenance  
Essential Functions (continued)

7. Works closely with human resources in employment related matters. Interviews, hires and terminates classified employees in the maintenance department. Gives recommendations to the mayor and participates in the interviews, hiring and termination of administrative employees.
8. Monitors schedule of inspection and repair on all borough facilities.
9. Responsible for minor/major borough and school related capital projects.

**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; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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.

**Position Description Record:**

---

**Date Updated:** 11.21.2019

**Reason for Update:** Reformatted

**Date Updated:** 11.01.2011

**Reason for Update:** Adopted by Borough Assembly, Resolution 2011-105

**Date Updated:** 10.2011

**Reason for Update:** Revised, (MAD)

---