


# Kenai Peninsula Borough

## Office of the Borough Mayor

---

### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Peter A. Micciche, Borough Mayor 

**DATE:** July 7, 2025

**RE:** Confirmation of Nick Kemp as Maintenance Director

---

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, the name of Nick Kemp is hereby submitted for confirmation as Borough Maintenance 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. Kemp's resumé and job description are attached. Based on his qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.



## Position Description

### Kenai Peninsula Borough

---

#### Director of Maintenance

#### Service Type: Administrative Level 6

**Definition:** Under the general direction and supervision of the Borough Mayor or their 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 a minimum of eight years of progressively responsible experience in the areas of administration, building trades and maintenance or minimum twelve years progressively responsible experience in the areas of administration, building trades and maintenance. Experience must include five years of supervisory experience. Must have experience planning, budgeting and regulating expenditures. Must have knowledge of typical maintenance systems and practices to include:

- Work Order cycle: Work Identification; Planning; Scheduling; Execution; Analysis; Improvement
- Computerized Maintenance Management System (CMMS): Database containing list of assets, preventive maintenance tasks, corrective work order history, and parts inventory/use.
- Performance Metrics: Budget compliance; PM compliance; schedule compliance; mean time between failure (MTBF)

Must have a valid Alaska driver's license to perform all functions.

#### **Essential Functions:**

1. Provides leadership and guidance to all maintenance personnel.
2. Prepares and manages annual maintenance budget.
3. Responsible for overseeing the maintenance and repair of all borough buildings, structures, facilities and mechanized equipment owned, operated or leased by the Kenai Peninsula Borough.

4. Identifies current and future maintenance needs; resource planning.
5. Works closely with local, state and federal agencies to ensure the Kenai Peninsula Borough is in compliance.
6. Recommends and oversees capital projects.
7. Ensures employees are properly trained on safety protocols and uphold safety rules.
8. Reviews and approves vendor bids across the maintenance spectrum.
9. Develop, implement, and maintain proactive maintenance strategies and maintenance programs.
10. Prepares and provides regular reports to the Administration or Assembly.

**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:** 03.17.2025

**Reason for Update** Revised, JH

**Date Updated** 08.18.2021

**Reason for Update:** Revised, KKS

**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)

---

# **Nicholas Kemp**

*Director of Maintenance*

## **Contact Details:**

PO Box 394, Soldotna, AK 99669 | 907-953-5433 | kempnicholasak@gmail.com

## **Professional Summary**

Dynamic and experienced maintenance leader with 22+ years of expertise in building trades, maintenance, and administration. Adept at budgeting, planning, and executing comprehensive maintenance programs with a proven track record of optimizing operations. Skilled at team leadership, focused on regulatory compliance, and safety oversight, with a strong focus on operational efficiency and cost reduction. Strong project management and budgeting skills. I maintain a strong working relationship with local building contractors and professionals.

## **Key Skills**

- Maintenance Operations & Planning
- Budgeting & Cost Control
- Team Leadership & Training
- OSHA Safety Compliance
- Preventive Maintenance Strategies
- Performance Metrics & Reporting
- Experienced with CMMS (Computerized Maintenance Management Systems)
- Procurement & Vendor Management
- Project Management and Contract Administration
- Logistics & Coordination

## **Professional Experience**

### **Kenai Peninsula Borough Maintenance Department | Soldotna, AK *Maintenance Foreman* | 4 Years**

- Directed maintenance operations for Borough facilities, ensuring seamless project management and contract administration.
- Supported budgeting processes, expenditures, and compliance with relevant regulations.
- Enhanced maintenance efficiency through collaborative team efforts and data-driven reporting.

### ***Locksmith* | 3 Years**

- Oversaw the Borough-wide Great Grand Master key system, ensuring security and functionality.
- Managed inventory levels and obtained competitive quotes for outsourced repairs.
- Provided department-wide budgetary assessments for maintenance and repair needs.

### **Doors and Windows | Soldotna, Ak *Shop Foreman & Estimator* | 10 Years**

- Supervised shop operations, managed personnel, and drove project execution to exceed client expectations.
- Created and maintained an OSHA-approved safety program, including weekly meetings and PPE compliance checks.
- Monitored shop equipment and implemented preventive maintenance for operational continuity.

- Analyzed profit and loss reports to identify areas for cost optimization.

#### *Glazer | 5 Years*

- Installed, repaired, and maintained commercial and residential windows and doors with precision and attention to detail.
- Partnered with vendors and clients to ensure the delivery of superior materials and services.

#### **Education & Certifications**

- **GED** | Whatcom Community College
- Forklift Certification
- OSHA Safety Training
- Future Sync Leadership Class