

Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Mike Navarre, Mayor *MN*

DATE: February 21, 2023

RE: Confirmation of Scott M. Griebel as Roads Director

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, Scott M. Griebel is hereby submitted for confirmation as the Borough Roads Director. Upon confirmation, Mr. Griebel will serve as 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. Griebel's resumé and job description are attached. Based on his qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.

Scott M. Griebel

36201 Tremolo Cir, Soldotna, Alaska 99669
(907)398-7193, sgriebel@kpb.us

Professional Goals and Attributes

Career Objective

Continue to provide a meaningful and impacting contribution to my community through service, while attaining an experience for myself that is both satisfying and challenging.

Highlights:

- Possesses a wide range of knowledge, skills and talents in differing trades and disciplines.
- Hardworking and dedicated with a thirst for learning, developing and improving.
- Adaptable, flexible, quick learning and always seeking to expand skills and experiences.
- Collaborates cooperatively with teams in supervised, collective, or supervisory roles.
- Open, honest and forthright, with the ability to understand perspective and provide genuine empathy.
- Active, healthy, acute and fit.
- Always willing to provide myself to developing and changing needs.

Professional Experience

Key Skills

- Experienced in a vast array of facility maintenance disciplines, in both field and supervisory roles.
- Experienced in the management of a large staff, with extremely varied backgrounds and skills.
- Experienced in supporting and ensuring compliance with local code, EPA, OSHA, DEC, DOT and company internal programs.
- Experienced in the development, bidding and management of complex service contracts.
- Experienced in the reference and review of engineered design resources.
- Experienced in the development of complex projects, from the concept phase, through design scope, bidding and development, to contracting, project management and commissioning; to include a measure of direct interaction with those that are road service specific.
- Experienced in working directly with service contractors and engineers to facilitate product outcomes, relative to contract guidelines and scope; which includes direct RSA exposure.
- Experienced in promoting coordination between interacting trade groups from both a field and supervisory perspective.
- Experienced in the preparation, development and implementation of large and complex government budgets, specific to maintenance activities, service contracting, and the capital improvement processes.
- Trained, experienced and proficient in both written and verbal communication disciplines.
- Experienced in managing a web based, multiple facility work order processing systems.
- Proficient in a wide array of software applications, to include the Microsoft Office suite, a large variety of others and am adaptable to any new product or platform.
- Experienced in developing and writing procedural guides to foster future consistency.
- Involved with the continued development and implementation of established Safety programs. Have conducted workplace safety training and have participated on multiple safety committees.
- Trained and experienced in conflict mitigation and have often engaged to settle issues related to both multi-party dispute and in an official role, representing an organization's contract service requirements.
- Consistently engaged in continuing education opportunities; for retention of certifications and for enhancement of skill set.
- Knowledgeable and experienced in the reference and enforcement of KPB code and capable of quickly attaining proficiency with any new process since my former experience exposures.
- Devoted to practices of health and fitness to afford myself quality of life and to provide myself as an effective and productive team member.

Relevant Work Experience

Maintenance Department Director (11/'12-2/'21)

Assess organizational and facility needs and chart relative departmental path. Develop and manage budget, based on resource availability and need. Project planning and management. Develop scope and administer service contracts. Support safety programs through developmental support, education and enforcement. Aid in development of positional definitions. Involved in the selection of primary staff. Supervisory oversight of all departmental staff. Remained integral to the support of KPB owned control systems due to system knowledge and needs. Engage and mentor. Promote safe work. Be present and lead by example.

Key Projects: Departmental oversight of the area wide Milestone video surveillance project. Ground work planning and implementation of the first 5 school card entry systems. Ground planning of multiple boiler modernization projects. Departmental oversight of Coronavirus Relief Fund projects (O2 Prime). Ground work for the now completed Siemens system migration from obsolete to current control interface.

Interim RSA Director/Maintenance Director (12/'17-9/'18)

Assess organizational and RSA needs and work with the board to develop a departmental path. Take an active role, in support of inspectors, Legal and Planning to provide for ROW code enforcement. Support inspectors with contractor and resident interactions; particularly in instance of dispute. Aid in the development of service contract scope and bid review. Review and process proposed platting change requests, from departmental perspective. Engage and mentor. Promote safe work. Be present and lead by example.

Key Involvements: Early departmental input on the North Road Ext. Several engagements concerning gates and road privatization. Several ROW dispute engagements.

Maintenance Foreman//Lead Maintenance Foreman (12/'08-11/'12//2/'21-7/'21)

Review, investigate, process and assign system work requests. Support department leads (and all staff) with: input, advice, requisition processing, contracting needs, facility staff interactions, district calendar scheduling alignment, project planning, conflict resolution... Assist in preparation of major service contract scope and manage active contracts. Small capital project planning, bidding and management. Remained integral to the support of KPB owned control systems due to system knowledge and needs. Engage and mentor. Promote safe work. Be present and lead by example.

Key Projects: VFD control of large horsepower VAV units. Modernization/conversion of pneumatic control systems to a modern DDC front interface.

Lead Energy Systems Mechanic (10/'04-12/'08)

HVAC department project planning (material takeoffs, labor budgeting, quoting...). Utilize site P&IDs to troubleshoot, repair and project plan. Maintenance and repair of all aspects of the commercial heating and ventilation systems in all Borough facilities (Boilers, pumps compressors, fan units, etc...). Specialized in digital and pneumatic control systems of multiple manufacturers. Work safely and efficiently while influencing my department staff to do the same. Promote safe work. Be present and lead by example.

Key Projects: Obsolete pump replacement/upgrades, including contingent backup. Replacement/upgrade of domestic hot water making components in many facilities. Replacement of Hydronic expansion in multiple facilities. DDC modernization.

Energy Systems Mechanic (5/'02-10/'04//7/'21-Present)

Maintenance and repair of all aspects of the commercial heating and ventilation systems in all Borough facilities: Motors, fans, pumps boilers, controls, etc. Utilize site P&IDs to troubleshoot and repair. Initially trained on and was responsible for facility commercial boilers, then shifted into building controls (pneumatic and DDC). Work safely and efficiently.

Key Projects: Converted the majority of our commercial boilers from older Honeywell M and BC series to 7800 series flame safeguard devices.

Education

UNIVERSITY OF ALASKA ANCHORAGE – Soldotna, Alaska
Associate of Applied Science- Process Technology

UNIVERSITY OF ALASKA ANCHORAGE – Anchorage, Alaska
Bachelor of Arts in Education

KENAI CENTRAL HIGH – Kenai, Alaska
HS Diploma

Certifications and Organizations

Valid Alaska Driver's License

State of Alaska Boiler Operator Certification

State of Alaska Asbestos Abatement Certification

Board Member of the Kenai Peninsula Construction Academy

Overall Borough and Maintenance Department Safety Committee member.



Position Description

Kenai Peninsula Borough

Roads Director

Service Type: Administrative, Level 6

Definition: Under the general direction and supervision of the Borough Mayor and/or designee with recommendations from the KPB Road Service Area (RSA) Board, the **Roads Director** is responsible for the operation, management and administration of the Roads department as set forth in KPB 16.41.

Minimum Qualifications: High School diploma or equivalent; a Bachelor's degree in a related field and a minimum of four years' professional work experience in road maintenance and construction. College education requirement may be met with an equivalent number of years of relevant work experience and related training. Knowledge of the geography of the Kenai Peninsula Borough is required. Must possess a demonstrated knowledge of the road construction process including the equipment and methods utilized during construction, then to maintain the completed roadway structure. Must have professional experience with developing and managing departmental budgets. Must possess four years of supervisory experience and have demonstrated the ability to manage a diverse staff. Must be proficient in the use of Microsoft Office suite applications. Must possess the ability to mitigate disputes and promote positive outcome while supporting department goals, governing ordinances and KPB code. This position requires the ability to establish and maintain effective working relationships with others. Incumbent must possess and maintain a valid, unrestricted Alaska driver's license for the duration of the position.

Preferred Knowledge and Experience: Additional education, training and/or experience in civil engineering or a related field. Knowledge and direct experience in utilizing civil design drawings in order to construct roads and related projects to the designed specification. Training, certification and experience as a surveyor.

Essential Functions:

1. Directs and monitors the general work of RSA contractors.

Position Description – Roads Director
Essential Functions (continued)

2. Coordinates the Request for Proposal (RFP) and contracting process for roads with the KPB purchasing and contracting department.
3. Supervises activities and personnel of the Roads department and supports their duties when unavailable.
4. Prepares annual budget for the Road Service Area, including participating in workshops and public hearings.
5. Makes field inspections, monitors road conditions, gathers data, and prepares reports to support road maintenance and improvement plans.
6. Prepares funding requests and priorities for annual submission to the State of Alaska's Statewide Transportation Improvement Program (STIP), State Legislature and Federal STIP.
7. Makes written and verbal reports to the mayor and RSA Board as required.
8. Regularly prepares formal correspondence, often in coordination with Legal or other departments, which represents the department's official position on a large variety of matters.
9. Regularly manages and mitigates dispute involving multiple parties.
10. Regularly utilizes a variety of computer applications in support of departmental tasks
11. Attends RSA board meetings and prepares monthly agenda with staff input.
12. Prepares annual 5-year Capital Improvement Project (CIP) list, with staff input.
13. Oversees the operation and maintenance of RSA fleet vehicles, including types of use, maintenance service and repair, and forecast and cost for replacements.
14. Reviews and authorizes the purchase orders for RSA expenditures and is the primary signor for the roads department official documents.
15. May be required to attend KPB Assembly committee and regular meetings to address RSA items on agenda. Speaks to RSA related topics and issues and provides clarification as required.

Position Description – Roads Director

Essential Functions (continued)

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Position Description – Roads Director

Essential Functions (continued)

16. Provide consultation and recommendation for issues and activities associated with Borough managed right-of-ways (ROW) including but not limited to: permitting, encroachment violation, platting review...

17. Provides as an all hours' emergency contact for the RSA.

Other Functions:

1. Performs 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. Required to have a valid, unrestricted Alaska Driver's License. Required to spend long periods of time as a driver or passenger in a motor vehicle. May be required to fly in small aircraft or boats to access remote areas of the borough. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Record:

Date Updated: 02.24.2020

Reason for Update: Reformatted

Date Updated: 06.2018

Reason for Update: Updated
