



KENAI PENINSULA BOROUGH

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**DAVE CAREY
BOROUGH MAYOR**

MEMORANDUM

TO: Millie Martin, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: David R. Carey, Borough Mayor *DR Carey*

DATE: November 6, 2008

SUBJECT: Confirmation of New Department Head

Per Chapter 2.20 of the borough code, the name of David Tressler is hereby submitted for confirmation as Maintenance Director of the Kenai Peninsula Borough.

Section 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. Tressler's letter of introduction, resume and job description are attached. Based on his qualifications, past experience and accomplishments I strongly recommend confirmation.

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To Whom It May Concern:

As Director of the Kenai Peninsula Borough Maintenance Department from May 2001 until April 2006, I supervised the maintenance for 43 school facilities plus the Borough Administration building. I managed an annual budget of \$5.5 million in general service Borough funds and approximately \$2 million in supplemental Capital Improvement Project funds and \$2.4 million in State Capital Funds. We had 45 full time employees plus an additional 30+ summer temporary employees.

I have been employed with the Kenai Peninsula Borough Maintenance Department for 25 years. During my tenure I have worked as painter, general maintenance tech., HVAC tech., Safety Coordinator, Project Coordinator/Maintenance Planner, Foreman and Director (5 years). Currently, I serve as General Foreman (since April 2006).

As the first Safety Coordinator ever in the Maintenance Department's history, I was responsible for establishing the safety program. I first established a list of needed programs (such as LOTO, Hazcom, PPE, confined space, etc.), wrote the programs and then implemented them. I planned, coordinated and provided all staff trainings and ensured continued compliance to all OSHA safety standards. In addition, I formed and chaired the first Borough Maintenance Safety Committee. I worked directly with OSHA on voluntary and involuntary work place inspections. I currently represent the Administration on the Kenai Peninsula Borough Safety Committee.

During my five years in the HVAC dept. I was in charge of programming the nine facilities using RACL DDC (Direct Digital Control) computer language. I was responsible for programming, maintaining and troubleshooting all pneumatic and electronic equipment.

My diverse background allows me to relate well to all fields from general maintenance to HVAC to electrical to painting. I look forward to serving the Borough in the capacity of Maintenance Director.

David Tressler

40054 Arrowhead Ave.

Soldotna, AK 99669

Home: (907)262-4127 dtress@borough.kenai.ak.us

Work Experience:

Maintenance General Foreman, Kenai Peninsula Borough

May 2006 to present.

➤ **Director of Maintenance, Kenai Peninsula Borough**

May 1, 2001 to April 2006

Manager: Dale Bagley, Borough Mayor

Soldotna, AK

Hours/Week: 40-60

Responsibilities:

Planning and directing maintenance for all district schools and the Borough administration building.

- Directly supervise and evaluate 8 departments, 45 full time employees and 30+ summer temporary employees.
- Oversaw purchase and installation of new CMMS (Computer Maintenance Management System) in 2002.
- Provide technical assistance for maintenance personnel.
- Prepare reports as required to Borough Mayor, Borough Assembly, Kenai Peninsula Borough School District, and the State of Alaska Dept. of Education and Early Development.
- Work closely with all Borough departments to safeguard the Boroughs capital investments.
- Work closely with Foremen's and Leadpersons to maintain accurate preventative maintenance program for each facility to assist in scheduling of maintenance and Capital Improvement Projects.

➤ **Safety Coordinator/General Foreman**

May 12, 1992 to May 1, 2001, & May 2006 to present. Kenai Peninsula Borough

Manager: Lee Stalker

Soldotna, AK

Hours/Week: 40-60

Responsibilities:

Establish first ever safety program. Plan, supervise and direct maintenance leadpersons for the Borough Maintenance Dept. This included the departments of heating and ventilation,

electrical, electronics techs., automotive shop, general maintenance, painting, locksmith, and summer employees.

- Develop, implement and manage safety programs as listed above.
- Develop work plans for maintenance jobs to allow efficient scheduling, assignment and execution of maintenance work.
- Draft estimates to support expenditure on projects.
- Established detailed preventative maintenance program to include major repair and plan schedule.
- Make field inspections and determine appropriate job work scopes.
- Evaluate job performance
- Maintain history and records to anticipate and avoid job delays

➤ **HVAC Tech./other**

Jun 6, 1983 to May 12, 1992

Employer: Kenai Peninsula Borough

Manager: Lee Stalker Foreman

Soldotna, AK

Hours/Week: 40

Responsibilities:

Performed maintenance and completed projects pertaining to HVAC building functions including inspecting, testing and repairing pumps, pressure vessels and tanks. Also worked general maintenance and as a painter.

➤ **Operator**

May 1, 1979 to Aug 1, 1981

Employer: Unocal Chemical

Manager: Lynn Jones

Nikiski, AK

Hours/Week: 84

Responsibilities:

Worked as an ammonia plant operator.

Professional Activities / Organizations:

Past member of Kenai/Soldotna Fish and Game Advisory Board, former Vice-President of Kenai Peninsula Borough Employees Assoc.

Education:

Sep 1, 1981 to Jun 30, 1983
Southern Utah Univ.
Major: History, Secondary Education
Minor: Political Science
GPA: (Major) 3.5 (Overall) 3.23
Sep 1, 1977 to May 30, 1978
Univ. of Alaska, Anchorage
Major: History, Education
Minor: Political Science
GPA: (Overall) 3.0
Sep 1, 1972 to May 30, 1976
Kenai Central High

Other Information:

- Knowledge of facility systems and equipment, maintenance practices, strong interpersonal skills, ability to manage large and complex budgets, ability to plan and execute large and small scale projects through their completion, computer skills and ability to navigate and learn various software, ability to read schematics, drawings, and manuals, ability to put all elements of planned work in to a job plan.
- Class A commercial driver's license
- Hunting, fishing, skiing, running, mountain biking, family activities and photography.

References: Upon request

Position Description: Maintenance Director

Service Type: Administrative - Level 6

Definition: Under the general direction and supervision of the borough mayor or his designee, the director of maintenance is responsible for the supervision and coordination of activities of workers engaged in keeping buildings and grounds in clean and orderly condition and in maintaining and repairing utility systems and the physical structures of the buildings.

Minimum Qualifications: At least ten years of progressively responsible experience in the areas of administration, building trades and maintenance; ability to supervise a crew of sixty or more workers; ability to plan, budget and regulate expenditures. Must have a valid Alaska driver's license to perform all functions.

Essential Functions:

1. Responsible for all building maintenance and repair of borough buildings including schools, shops, etc.
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. Prepares budgets and regulates expenditures and purchase orders for the department.
5. Prepares and accepts bids of maintenance, equipment and supplies as required.
6. Interviews, hires and terminates employees in the maintenance department.
7. Monitors schedule of inspection and repair on all borough facilities.
8. Responsible for minor/major 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.