



# Position Vacancy Announcement

## Alaska Aerospace Corporation

### *Director, Facilities Management and Operations*

---

***AAC seeks a highly experienced and motivated individual to fill the position of Director, Facilities Management and Operations***

**Alaska Aerospace Corporation (AAC)** is a public corporation of the State of Alaska headquartered in Anchorage, Alaska that operates the Pacific Spaceport Complex – Alaska (PSCA) located on Kodiak Island, Alaska. AAC was created to take the lead in the development of the aerospace industry in Alaska and has conducted seventeen launches from PSCA since first becoming operational in 1998.

#### **Position Description:**

Under direction of the President and Chief Executive Officer, the Director, Facilities Management and Operations plays a key role in ensuring 100% Mission Success through ensuring rigorous application of technical decision making; managing customer operations and relationships at the Pacific Spaceport Complex – Alaska (PSCA); making sure PSCA is operating as well as it possibly can, with a smooth efficient service that meets the expectations and needs of customers and clients; and managing the on-going planning for new construction, renovations, maintenance and life cycle replacement of assets and related systems to provide a physical environment conducive to effective operation of PSCA for both government and private sector customers.

This position is also responsible for effectively liaising with other senior leadership, including interacting with managers of different areas of the organization; presenting recommendations to higher management concerning PSCA facility operations and improvements; as well as training and supervising new employees and tracking and measuring staff performance at PSCA.

The position plans, budgets and schedules facility modifications, including estimates on equipment, labor materials and other related costs. This includes responsibility for directing the operation, maintenance and administration of PSCA property and liability insurance, risk

**Posted: August 1, 2017 Until Filled**

management, workers compensation and loss control programs, sustainability program, and compliance with federal, state and local regulations and licensing requirements.

The position is located in Anchorage, Alaska. It is a nominal 40-hour, 5-day workweek with occasional overtime. Launch campaigns require significant overtime and schedule flexibility.

## Responsible for:

- Oversight and day-to-day control of all maintenance requirements for launch support systems (includes communications, tracking, and telemetry systems) at PSCA, with focus on systems engineering and project management of launch missions at the site;
- Supporting PSCA customers by coordinating facility usage during missions;
- Supervising all PSCA staff and external contractors at PSCA;
- Working with senior management to get the best performance from staff ;
- Readiness and operability of all range safety, telemetry, communications, and launch control center systems at PSCA;
- Readiness and operability of site facility and equipment maintenance requirements (including mechanical and vehicle systems);
- Adequacy and operability of all hardware safety systems in use at PSCA;
- Ensuring adequacy and documentation of system troubleshooting and repair;
- Managing the upkeep of equipment and supplies to meet health and safety standards at PSCA;
- Developing policies and guidelines designed to protect, enhance, and preserve the state assets and resources at PSCA;
- Reviewing and approving all PSCA equipment needs;
- Reviewing utilities consumption and strive to minimize costs;
- Optimizing PSCA staffing decisions to improve productivity and develop, recommend, allocate, and manage budgets within assigned cost centers to ensure the most cost effective use of resources;
- Developing and managing the operations budget for PSCA;
- Compliance with all federal, state, and local laws, codes and regulations pertaining to facilities/operations including required reports, safety data sheets, hazardous materials, worker right-to-know, ADA, etc;
- Keeping employee and contractors motivated and mission oriented;
- Other related duties as assigned.

The Director, Facilities Management and Operations represents PSCA facility management and operations within the senior management team and serves as the technical interface with external customers and is responsible for effective prioritization and control of operational and facility needs at PSCA. Business Development support (including planning, estimating, and budgeting) and regular face-to-face interfaces with customers are part of the normal duties associated with this job.

**Posted: August 1, 2017 Until Filled**

Strong written and verbal communication skills are required. Development and training of site personnel to support customer requirements are integral parts of the job. The position requires interpersonal skills needed to work with a diverse team of AAC and customer personnel, including identifying strengths of the team, and growing the skills and talent to mitigate any weaknesses or gaps in the staffing portfolio of AAC. Critical to success is an ability to work closely with the Director, Launch Operations to harmonize facility and operations requirements during launch missions. Ability to work independently with a high degree of reliability, accuracy, productivity and exercise independent judgment effectively in decision making processes. Excellent critical thinking and problem solving skills required. This is a multi-disciplinary position requiring minimal hands-on design engineering experience and tasking, but extensive experience in the aerospace industry.

## Required:

- BS in Engineering or hard science from an accredited university.
- Experience in a missile or rocket launch environment, with a solid working understanding of communications systems, electrical systems, and telemetry/RF systems.
- A minimum of seven years of experience directly related to commercial and light industrial systems or projects such as electronic systems, HVAC, plumbing, mechanical systems, and equipment maintenance.
- An overall demonstrated increase in responsibilities in previous jobs, including formal systems engineering, project management, and budgetary responsibilities.
- Demonstrated strength in written and verbal communications.
- Proven ability to work well in an open team environment.
- Ability to effectively coordinate with customers, engineers, architects, contractors, and consultants to analyze technical and project requirements
- Ability and willingness to work in a controlled hazardous environment with exposure to highly energetic materials and chemicals
- Working knowledge of Microsoft Office software required
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; stamina to sit and to maintain attention to detail despite interruptions; may occasionally lift/carry/push/pull up to 40 pounds; may require minimal walking, climbing, stooping, crouching, and/or bending; and vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone
- Willing and able to work overtime and shifts as required
- Must be able to obtain and maintain a U.S. Security Clearance at the appropriate level (requires U.S. Citizenship)
  - This position must meet Export Control compliance requirements, therefore a United States Person as defined by 22 C.F.R. § 120.15 is required.
- Must be able to satisfy federal government requirements for access to government information
- Travel is expected at about 25% - 35%.

**Posted: August 1, 2017 Until Filled**

## **Other Desirable Qualifications:**

- A working understanding of communications systems, electrical systems, and telemetry/RF systems is a minor preference.
- Advanced degree in a related field
- Project/Program management demonstrated experience or certification (such as a PMI certification)
- Experience with computer-based financial tools such as ProPricer and JD Edwards Enterprise One.
- Business Development expertise, including Federal government project proposal development

## **Possible Career Path(s):**

- Increasing Operations and/or Engineering responsibilities
- AAC senior management/leadership

## **Equal Employment Opportunity Statement:**

It is the policy of Alaska Aerospace Corporation to provide equal employment opportunity to all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

## **To Apply:**

Please send a cover letter, resume, and three recommendation letters to John Cramer, Alaska Aerospace Corporation, 4300 "B" Street, Suite 101, Anchorage, AK 99503. This position will remain open until filled.

**Posted: August 1, 2017 Until Filled**