



## Job Description

<b>PCN (s)</b>	<b>08-0490</b>
<b>JOB TITLE</b>	<b>PROJECT MANAGER, PROJECT FINANCE &amp; ASSET MANAGEMENT</b>
<b>LOCATION</b>	<b>ANCHORAGE</b>
<b>RANGE</b>	<b>25</b>
<b>REPORTS TO</b>	<b>CHIEF INVESTMENT OFFICER 08-0229</b>
<b>FLSA EXEMPT</b>	<b>YES</b>
<b>REVIEWED BY</b>	<b>ALAN WEITZNER APRIL 2020</b>
<b>APPROVED BY</b>	<b>LINDA SENN APRIL 2020</b>
<b>EFFECTIVE DATE</b>	<b>MAY 1, 2020</b>

### POSITION PURPOSE:

This position is responsible for managing the implementation and operation of AIDEA owned and financed development projects to assure that AIDEA's mission to promote, develop, and advance economic growth and diversification in Alaska is being achieved.

AIDEA's role in Alaska's infrastructure development is to provide development project financing in coordination with private sector investment in Alaska's commercial and industrial economic sectors. AIDEA has the authority to enter into an ownership role as part of its financial commitment, as well as providing financing through more traditional approaches. This position has a leadership role in the on-going asset management of AIDEA's project investments.

### ESSENTIAL FUNCTIONS:

- Fully understands the technical, business, finance, design, construction and operational aspects of projects.
- Collaborates with AIDEA's project evaluation teams with specific oversight of asset management requirements and responsibilities.
- Manages the work of contracted parties ensuring that the work meets specified quality standards and that the work proceeds on agreed upon schedules.
- Maintains on-going communication and coordination with the Project Sponsor.
- Works with AIDEA Procurement to obtain equipment, material, and services necessary to complete the project.
- Coordinates and communicates with the asset operations management team:
  - Compliance with all aspects of the Operating Agreement
  - Schedule and performance of all required maintenance functions
  - Overall performance of the asset

- Retains, as necessary, outside expertise to conduct an independent audit of operations and financial performance to ensure compliance with financing covenants.
- Submits periodic reports to the CIO/PFAM on the performance and operation of the asset, including an evaluation of the financial performance (ROI, cash flow, etc.) as compared with original assumptions and forecasts, as well as, economic development benefits achieved as compared with expectations in the original decision to proceed with the project.

#### PROJECT LIFE CYCLE ESSENTIAL FUNCTIONS:

- Supervises the work of professional consultants in the design, construction, operation, and management of facilities that will be owned or financed by the Authority in conformance with program requirements.
- Develops cost estimates, economic evaluations, project budgets, CPM schedules, and cash flow projections as required for the different project phases.
- Provides construction management services including: reviewing and approving supplier and/or contractor submittals, responding to requests for and providing design clarifications, provides construction oversight inspection and documentation activities, initiating contract changes responding to claims, and reviewing/approving contractor's pay applications.
- Manages the Authority's environmental assessment, compliance and remediation efforts including management of environmental consultants and contractors.
- Manages financial risk analysis consultants.
- Initiates and reviews Requests for Proposal packages, soliciting for professional architectural/engineering services.
- Manages consultant selection process and negotiates cost-effective contracts.
- Administers professional services contracts through to completion of the projects.
- Reviews facility maintenance and operations activities and supervises the creation of maintenance and operation agreements for projects owned and financed by the Authority.
- Maintains a working knowledge and awareness of economic, business, environmental, and technical opportunities and threats, and informs management of important issues related to AIDEA assets.
- Serves as an engineering professional/subject matter expert by reviewing and analyzing technical proposals, contracts, operations and management agreements, memoranda of understanding and similar documents for the Authority.
- Meets with clients; state, federal, and local officials; utility companies; and other special interest groups on behalf of the Authority, to define code criteria, statutory and regulatory rules, environmental standards, functional requirements, space limitations, operational restrictions, and other activities that will impact design, construction, maintenance and/or operation of facilities owned or financed by the Authority.

#### CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of project management including the development of scope, scheduling, and cost control

- Knowledge of economic development, business plans, industry practices in the design and construction of infrastructure and vertical construction, and general project management practices.
- Skills in writing, communicating, negotiating, problem solving, project management, reading plans and specifications.
- Ability to manage multiple projects.

#### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Development Finance projects are sometimes at remote sites and may require travel in small aircraft. Occasional work outside of the office at industrial facilities (mines, ore handling, and fabrication sites) will require the ability to stand for extended periods of time, use ladders and walk distances over uneven ground.

#### TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires advanced skills in email, word processing, spreadsheets, project scheduling and database software. The position requires basic skills with general office equipment.

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree in engineering or related field required.
- Master's degree in engineering, engineering/project management or a related field is desirable but not mandatory.
- Seven to 12 years of experience in the management and development of projects from inception through completion and start-up required.
- Experience in the management of design and construction of infrastructure projects strongly preferred.
- Registration as a PE or PMP is desirable but not mandatory.