

PCN	<b>08X033</b>
JOB TITLE	<b>DIRECTOR OF RURAL ENERGY &amp; ALTERNATIVE ENERGY PROGRAMS</b>
LOCATION	<b>ANCHORAGE</b>
RANGE	<b>26</b>
REPORTS TO	<b>CHIEF OPERATING OFFICER 080206</b>
FLSA EXEMPT	<b>YES</b>
REVIEWED BY: (NAME AND DATE)	<b>TIM SANDSTROM, COO</b>
APPROVED BY: (NAME AND DATE)	<b>CURTIS THAYER, EXECUTIVE DIRECTOR</b>
EFFECTIVE DATE	<b>05/06/2026</b>

### **Position Purpose:**

Responsible for the management and oversight of the Alaska Energy Authority’s Alternative Energy and Rural Energy Program (such as Rural Power System Upgrades and Bulk Fuel Upgrades, M&I, Electrical Emergencies, Circuit Rider and Training). Provides Renewable and Rural Energy expertise and guidance to internal staff and external stakeholders on the relevant Renewable and Rural Energy technology as well as providing technical assistance in the development of grant applications for potential Renewable Energy Fund (REF) and Rural Energy grants. Manages the planning, design and construction of renewable energy and rural energy projects throughout Alaska. Knowledge of AEA efforts statewide is critical to the success of this position.

### **Essential Functions:**

#### Project Management

- Directs staff, design professionals, and business consultants in the development of conceptual design reports, design documents, business plans and cost estimates appropriate to the scope of the project.
- Oversee project construction management functions include overseeing the preparation of construction budgets, schedules, work plans, quality control, oversight and on-site inspections during construction.
- Oversee and administer technical services contracts include issuing invitations for bids, reviewing and evaluation bids, selecting contractors, preparing documents, negotiating and awarding contracts, monitoring and supervising contractors, preparing change orders, overseeing contract accounting and evaluating contractor’s work.
- Analyze data, research new technology and propose solutions to technical problems. Develop comprehensive reports and technical analysis to propose solutions and effective actions to solve technical problems.

#### Program Management

- Oversee the development of Renewable and Rural Energy Programs under general guidance of the Chief Operating Officer.
- Identifies potentially beneficial community-scale projects and works with established utility, industry and government contacts to develop them.
- Oversee, initiates, designs and conducts or arranges planning level studies of energy supply options for project concepts that appear promising.

- Assesses economic benefits/costs, technical and environmental feasibility of various energy supply options and developments either directly, using other AEA staff expertise or through contracting.
- Works closely with other Authority staff to identify potential sources of funding and financing to implement projects determined to be technically and economically feasible. Arrange and participate in meetings with industry sponsors, attorneys and financial analysts. Develop relationships with federal, state and local government officials to fund projects.

Proposals and Grants

- Oversee the evaluation of proposals to AEA for funding and actively seeks funding for the Renewable and Rural Energy programs and projects.
- Provides technical oversight on grants issued by the Authority.
- Oversee and/or prepare grant applications and required program reports, research and write public information and technical reports on various alternative/renewable energy technologies as applicable.
- Writes grant applications, oversees program contracts, prepares required project activity reports/budgets and participates in meetings and conferences.
- Evaluates potential energy projects proposed by the general public, the legislature, government agencies and private companies.

Other Duties

- In coordination with other Authority staff, represents the agency to the U.S. Department of Energy and other funders. Areas of responsibility include advocating energy policies on behalf of the agency and promoting the development of federally supported energy projects in Alaska.
- Conducts research on alternative/renewable energy technology applications, including comparative analysis of levelized cost of energy amongst various and disparate technologies.
- Advises internal/external engineers on sound engineering practices associated with stewardship of state-owned assets.
- Supervises Program Manager, Project Managers, Assistant Project Manager(s), assists procurement staff and grants staff.
- Other work as directed.

**Work Demands:**

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirements of this position according to the following descriptions:

**Rating**      **Description**

**Not Required (N):** Not required of this position.

**Present (P):** Requirement **is** present but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

**Occasional (O):** Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

**Frequent (F):** Required over 33 percent of the time **and** essential to the position.

Physical Requirements	Rating			
	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			
Using floor-mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			

Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance – when driving		P		
Seeing objects peripherally – when driving		P		
Using depth perception – when driving		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			

Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			
<b>Other Work Demands:</b>	<b>Rating</b>			
	N	P	O	F

**Explain any special physical, mental or behavioral requirements of the position that have not already been addressed.**

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Describe the Level of Authority and Independence the Incumbent of the Position Exercises.**

Directs staff, manages programs and projects and coordinates with the grants department.

**Special Requirements of this Position, if not listed above:**

Technology, Equipment, Systems and Tools:

Requires advanced skills in word processing, database software, and spreadsheets. Requires basic skills with email and general office equipment.

Critical Knowledge, Skills and Abilities:

- Knowledge of rural Alaskan communities, business planning and management, infrastructure development processes, various funding resources and the design and construction of capital improvement projects in rural Alaska.
- Skills in materials development, project coordination, planning, program reporting and proposal writing.
- Ability to communicate orally and in writing, comprehend and implement new policies, make public presentations, manage data sources and write grants.

**Desired Qualifications:**

Bachelor's degree and advanced training in engineering or a related field and 10 years of experience in project/program management and construction. "Strong" preference will be given to candidates with a professional engineering license in the State of Alaska. Preference will be given to candidates that are currently certified as Project Management Professionals (PMP).

**Distinguishing Characteristics:**

**Supervision:**

PCN	Job Title
080403	Rural Programs Manager
08X106	Project Manager – Program Manager
08X073	Project Manager – Program Manager
217013	Assistant Project Manager