

PCN	08X196, 08X222
JOB TITLE	PROJECT MANAGER
LOCATION	ANCHORAGE, AK
RANGE	23/24/25 FLEX
REPORTS TO	REEE DIRECTOR (08X033)
FLSA EXEMPT	YES
REVIEWED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
APPROVED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
EFFECTIVE DATE	DECEMBER 26, 2024

#### **Position Purpose:**

The Project Manager-Program Manager for the Alaska Energy Authority's Renewable Energy and Energy Efficiency team will play a critical role in the successful planning, implementation, and oversight of renewable energy (RE), Energy Efficiency, and Electric Vehicle initiatives under the general guidance of the Department Director and/or Manager. As part of the position, the incumbent will be responsible for developing and overseeing programs, directing, and managing projects, providing technical assistance, writing, and managing grant applications, and coordinating with various partners in order to provide support to internal teams and stakeholders. The successful candidate will have a proven track record in planning, designing, and constructing energy projects in the diverse energy landscape of Alaska, along with excellent communication skills and the ability to work with diverse stakeholders.

Responsible for the management and development of programs established by the Bipartisan Infrastructure Law and Inflation Reduction Act that relate to Renewable Energy, Energy Efficiency, and Electric Vehicle Infrastructure. These programs include but are not limited to: the National Electric Vehicle Infrastructure (NEVI) program, State Energy Program (SEP), Energy Efficiency and Conservation Block Grant Program (EECBG), Energy Efficiency Revolving Loan Fund Capitalization Grant Program (RLF), and Energy Efficiency Audit and Training Program.

#### **Essential Functions:**

##### Management and Oversight

- Manage and oversee Renewable Energy and Energy Efficiency programs and projects in alignment with the guidance provided by the applicable Authority Director.
- Ensure programs and projects are executed within established timelines, budget constraints, and quality standards.

##### Support and Guidance

- Provide support and guidance to internal staff, fostering a collaborative and high-performing team culture.

- Engage with stakeholders to understand their needs and concerns, ensuring effective communication and coordination throughout project lifecycles.

#### Project Technical Assistance

- Offer technical expertise to internal teams and external partners, addressing project challenges and ensuring technical standards are met.
- Provide oversight to technical aspects of Renewable Energy and Energy Efficiency projects.
- Leverage experience to contribute to planning, feasibility, design, permitting, and construction phases of energy projects, taking into account the unique considerations of the Alaska energy environment.

#### Grant Application and Management

- Write and submit grant applications, adhering to guidelines and deadlines.
- Manage the entire grant life cycle, ensuring compliance, reporting, and successful outcomes.

#### Contract Oversight

- Direct and oversee contractors involved in program/project implementation, ensuring contracts are executed in accordance with established standards.
- Administer technical services contracts, including issuing invitations for bids, reviewing and evaluating bids, selecting contractors, preparing documents, negotiating and awarding contracts, monitoring and supervising contractors, preparing change orders, overseeing contract accounting, and evaluating contractor's work.

#### Relationship Development

- Develop and coordinate positive working relationships with Authority staff, federal, state, local, non-governmental organizations, tribal entities, and public stakeholders.
- Navigate cross-cultural communication to ensure effective collaboration and understanding.

#### Communication

- Demonstrate strong written and oral communication skills, facilitating effective communication with diverse audiences.
- Deliver public presentations that effectively convey programmatic and technical information.
- Evaluate proposals and provide constructive feedback to enhance project quality.

#### Other Duties

- In coordination with other Authority staff, represents the agency to federal funding agencies. Areas of responsibility include advocating energy policies on behalf of the agency and promoting the development of federally-supported energy projects in Alaska.

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 requirement 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			

Other Work Demands	Rating			
	N	P	O	F

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

N/A

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

This position will develop and submit grant applications, manage and negotiate contracts, direct and manager projects, ensure quality standards are met, communicate with stakeholders about project needs and deliverables, and administer and develop contracts on behalf of the Authority.

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

- Knowledge of Alaska energy systems, economics, resources, and laws/policies guiding energy development in Alaska.
- Proven experience in planning, assessing, designing, and constructing energy projects, particularly in Alaska.
- Strong project management skills, including the ability to manage multiple projects simultaneously.
- Experience in grant writing and grant management.
- Excellent cross-cultural communication skills.
- Familiarity with federal, state, and local standards and regulations related to energy projects.
- Ability to evaluate proposals, perform economic analysis, and provide technical oversight.
- Ability to interact well with a diverse group of contacts.
- Ability to review high-level engineering reconnaissance, feasibility reports, and final design documents for completeness and accuracy of conclusions/recommendations.
- Knowledge and experience with administration of Title 23 Federal Aid programs is preferred.
- Demonstrated ability to work collaboratively in a team environment.
- Ability to travel throughout Alaska as needed.

**Desired Qualifications:**

Bachelor's degree in relevant field (engineering, environmental science, rural development, business); advanced degree preferred. "Strong" preference will be given to candidates with a professional engineering license in the State of Alaska.

This position offers a unique opportunity to contribute to the advancement of sustainable energy solutions in Alaska while working in a dynamic and collaborative environment. The successful candidate will join a dedicated team committed to making a positive impact on the communities we serve.

**Distinguishing Characteristics:**

At the higher level, the position requires:

Range 23: Minimum of 5 years of qualifying experience.

Range 24: 0 years of qualifying experience

E, or ability to obtain within one year

Manages more complex projects independently

Range 25: 5 years of qualifying experience

Manages very complex projects independently

Manages program-level activities independently

**Supervision:**

N/A