

PCN	080222
JOB TITLE	PROJECT MANAGER
LOCATION	ANCHORAGE
RANGE	23/24/25
REPORTS TO	RURAL PROGRAMS MANAGER 080466
FLSA EXEMPT	YES
REVIEWED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
APPROVED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
EFFECTIVE DATE	DECEMBER 17, 2024

Position Purpose:

Manage the planning, design and construction of rural power systems, including diesel power plants, bulk fuel tank farms, renewable energy systems, and power distribution systems. Provide technical assistance and training to rural Alaska communities in order to support the safe and reliable operation and maintenance of bulk fuel tank farms, electrical power generation and distribution systems, and renewable energy systems.

Essential Functions:

- Responsible for project planning. This includes collecting and analyzing energy and community data, identifying present and future needs, conceptualizing engineering solutions, and developing, reviewing, and analyzing plans and proposals in order to determine the feasibility and appropriate technology for a prospective project. Conduct site visits, including public meetings in order to discuss prospective projects with local entities and residents.
- Direct 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.
- Perform project construction management functions including overseeing the preparation of construction budgets, schedules, work plans, quality control, oversight and on-site inspections during construction.
- Administer technical services contracts including issuing invitation 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.
- Develop, prepare and present status reports on projects, analyze conditions and recommend actions and policies to solve and prevent problems associated with the planning, construction, operating and maintaining rural electric utilities.
- 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.
- Coordinate with agency staff, rural community entities, federal and state agencies and the public on project and program-related topics.
- Other duties as assigned.

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:

<u>Rating</u>	<u>Description</u>
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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.

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. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position may require travel by small plane, helicopter, or small boats to remote sites. Field trips may require hiking through steep vegetated terrain, crossing streams, or entering confined spaces while collecting data or inspecting.

Describe the Level of Authority and Independence the Incumbent of the Position Exercises:

(List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher-level employee. For example, explain how the incumbent of the position has the authority to commit the organization, or any parts thereof, to a course of action.)

Technology, Equipment, Systems, and Tools:

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

Critical Knowledge, Skills, and Abilities:

- Experience with rural Alaska infrastructure construction; applying International, Federal and State Building Codes; and construction management techniques, including scheduling, budgeting and cost analysis.
- Demonstrated proficiency in written and oral communication, negotiating, use of computers, cross-cultural communications, application of building codes and regulations, holding public meetings and sustaining effective working relationships with the public, contractors, and government agencies.
- Analysis and decision-making to develop practical and cost-effective electrical power system and bulk fuel tank farm projects in rural Alaska.
- Ability to use Microsoft Outlook, MS Excel, MS Word, and MS PowerPoint to analyze electrical power quality and production and construction project data to prepare and electronically transmit written reports and preparations.
- Ability to plan and coordinate the work of contractors and consultants, review, evaluate and make recommendations for plans, specifications, schedules and cost estimates from design engineers and construction managers.
- Ability to set goals, monitor progress, inspect work in progress and finished construction projects.
- Ability to travel to remote communities in Alaska as needed.

Desired Qualifications:

Bachelor's degree in Civil, Mechanical, Electrical Engineering or related field, or Project Management Certification (PMP) preferred. A minimum of 5 years of experience in the construction, operations, and/or maintenance of power and/or bulk fuel systems. Preference will be given to those with experience managing rural Alaska projects. Registered Professional Engineer in the State of Alaska preferred.

Distinguishing Characteristics:

(for flexibly staffed positions only – list differences between one level of the position to each other level)

Range 24:

- At least 7 years of qualified experience.
- PMP, PE or other relevant certification.
- Manages more complex projects independently.

Range 25:

- At least 10 years of qualified experience.
- Manages very complex projects independently.
- Acts as the Director, Rural Programs in their absence.

Supervision:

(List PCNs and titles of positions this position supervises)