ALASKA ENERGY AUTHORITY **POSITION DESCRIPTION**

PCN	**080403**
JOB TITLE	**RURAL PROGRAMS MANAGER**
LOCATION	**ANCHORAGE**
RANGE	**23/24/25**
REPORTS TO	**DIRECTOR OF RURAL AND RENEWABLE ENERGY 08X033**
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, renewable energy systems and power distribution systems. Provide technical assistance to rural Alaska communities in order to allow them to maintain safe and reliable electrical power generation and distribution systems. At higher ranges, this position coordinates AEA programs to ensure rural Alaska communities are able to maintain safe and reliable electricity. This involves supervising project managers who construct and/or upgrade electrical powerplants, bulk fuel tank farms, renewable energy systems and electrical distribution systems. Knowledge of AEA efforts statewide is critical to the success of this potion. Program management at this level is complex, diverse and requires in-depth knowledge of the agency programs and requires a good working relationship with upper management. This position exercises independent judgment on matters of significance regarding AEA's rural programs.

Essential Functions:

- Responsible for power project planning. This includes collecting and analyzing power 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.
- Supervises Project Managers, Assistant Project Manager(s), assists procurement staff and grants staff.
- Direct design professionals and business consultants in the development of conceptual design reports, 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.

- Provides technical assistance to Project Managers and other on rural infrastructure design, construction and operations.
- Regularly interacts with other agency staff, rural community entities, federal state agencies and the public in order to coordinate diverse interests involved in the project.
- 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:

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.

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.
Critical Knowledge, Skills and abilities:
Planning power projects, identifying present and future needs, supervises project managers and performs project construction.

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:
Alaska driver's license and 5 years of experience in the construction, operations and maintenance of Rural Alaska Power Systems.
Distinguishing Characteristics:

- Range 23: Alaska driver's license and 5 years of experience in the construction, operations and maintenance of Rural Alaska Power Systems.
- Range 24: At least 8 years of qualified experience and obtains/maintains PMP certification within one year.
- Range 25: At least 10 years of qualified technical experience, Program Management experience and continued PMP certification.

Supervision:

PCN	JOB TITLE
080222	PROJECT MANAGER
080231	PROJECT MANAGER
08X007	PROJECT MANAGER
08X077	ASSISTANT PROJECT MANAGER

Updated October 2026
By AEA HR