



Position Description

PCN	08-X106
POSITION TITLE	PROJECT MANAGER-PROGRAM MANAGER
LOCATION	ANCHORAGE
RANGE	23/24FLEX
REPORTS TO	DIR RENEWABLE ENERGY & ENERGY EFFICIENCY
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	AUDREY ALSTROM MAY 2024
APPROVED BY (NAME AND DATE)	CURTIS THAYER MAY 2024
EFFECTIVE DATE	MAY 5, 2024

POSITION PURPOSE:

Responsible for managing and overseeing the Alaska Energy Authority’s renewable energy (RE), Energy Efficiency, and Electric Vehicle projects and programs under the general guidance of the Department Manager and/or Director. Provides support and guidance to internal staff and external stakeholders on energy technology and technical assistance in developing grant applications for funding opportunities. Manages the planning, design, and construction of energy projects throughout Alaska.

Responsible for managing and developing 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), Solar for All (SFA), and Energy Efficiency Audit and Training Program.

ESSENTIAL FUNCTIONS:

Project Management

- Directs 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.
- Performs project construction management functions, including preparing construction budgets, schedules, work plans, quality control, oversight and on-site inspections during construction.
- Administers technical services contracts, including issuing invitation 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.

- Analyzes data, research new technology, and propose solutions to technical problems. Develop comprehensive reports and technical analyses to propose solutions and practical actions to solve technical problems.

Program Management

- Manages the development of Energy Programs under the general guidance of the applicable Authority Director.
- Identifies potentially beneficial community-scale projects and works with established utility, industry, and government contacts to develop them.
- Initiates, designs, and conducts or arranges planning-level studies of energy supply options for project concepts that appear promising.
- Assesses economic benefits/costs, and technical and environmental feasibility of various energy supply options and developments either directly, using other AEA staff expertise, or through contracting.
- Coordinates with Authority staff, federal, state, local, non-governmental, tribal organizations, and the public for stakeholder engagement activities and presentations.
- 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

- Evaluates proposals to AEA for funding and actively seeks funding for programs and projects.
- Provides technical oversight on grants issued by the Authority.
- Prepares grant applications and required program reports, researches, and writes public information and technical reports on 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 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.

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. This position frequently requires reading and

communication through speech and writing. Specific vision abilities this job requires include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Alaska energy systems, economics, resources, and laws/policies guiding energy development in Alaska.
- Knowledge of industry regulations, industry practices in renewable energy and EV infrastructure, and contract administration practices.
- Experience with Alaska infrastructure construction; applying applicable building codes; and construction management techniques, including scheduling, budgeting and cost analysis.
- Experience with economic analysis, writing, public speaking, computer modeling, and quantitative analysis, use of MS Office programs, project management, and negotiation.
- Demonstrated proficiency in written and oral communication, cross-cultural communication, public presentations, and sustaining effective working relationships with the public, contractors, and government agencies.
- Ability to interact well with a diverse group of contacts.
- Ability to make technically and financially sound decisions on project activities.
- Ability to review high-level engineering reconnaissance, feasibility reports, and final design documents for completeness and accuracy of conclusions/recommendations.
- 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.
- Knowledge and experience with administration of Title 23 Federal Aid programs is preferred.
- Ability to set goals, monitor progress, inspect work in progress, and finish construction projects.
- Ability to travel throughout Alaska as needed.

QUALIFICATIONS:

Bachelor's degree in engineering or a related field and 5 years of experience in project/program management. "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: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)

At the higher level, the position requires:

Range 23: Minimum of 5 years of qualifying experience.

Range 24: Minimum of 10 years of qualifying experience, and required certification as a Project Management Professional (PMP). At range 24, this position may supervisor other staff members. Consistently demonstrates mastery of project management, program management, and proposals and grants. Consistently demonstrates mastery of the critical knowledge, skills and abilities identified above. Effectively communicates with internal and external stakeholders to find solutions and accomplish goals.