



Job Description

PCN (s)	08-0228
JOB TITLE	PROJECT MANAGER
LOCATION	ANCHORAGE
RANGE	25
REPORTS TO	PROJECT DEVELOPMENT AND ASSET MANAGEMENT DIRECTOR
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	JAMES HEMSATH JULY 2017
APPROVED BY (NAME AND DATE)	JAMES HEMSATH JULY 2017

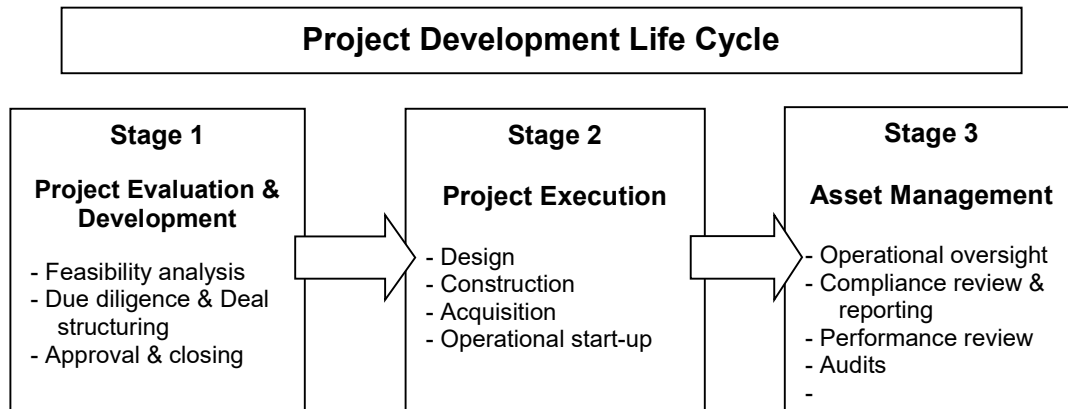
POSITION PURPOSE:

This position is responsible for managing the evaluation, development, implementation and operation of development projects to assure that AIDEA's mission to promote, develop and advance economic growth and diversification in Alaska is being achieved.

ESSENTIAL FUNCTIONS:

OVERVIEW OF DEVELOPMENT PROJECTS IN AIDEA

The scope of development projects in AIDEA is highly variable and cover the spectrum from ports, seafood processing facilities, mining operations, oil and gas operations, government facilities and other projects integral to economic development in Alaska. Each of these projects goes through a 3 stage process in its life cycle. Stage 1 determines whether a project is feasible and whether and/or how AIDEA will participate in its financing. Once approved by the Board to proceed, a project moves into Stage 2 where acquisition, design, construction takes place depending on the project. Once fully implemented, AIDEA may have a continuing oversight role during the lifetime of the project or until AIDEA divests itself from the project. This position plays a central role throughout this entire process.



Stage 1 – Project Evaluation (Time estimate – 30%)

This position will provide support to the Deputy Director – Project Development and Asset Management (DDPD) and the Project Evaluation Team throughout this stage. Specific work will be directed by the DDPD but may include analysis of the viability of the project in terms of technology, business approach and structure, economics, project finance, design and construction, and operations.

Stage 2 – Project Execution (Time estimate – 50%)

Once a project has been approved by the AIDEA Board, this position will take the lead role in this Stage. The work effort will depend on the nature of the project but will focus on getting the project into an operations mode. If the project is to be implemented principally by the Project Sponsor, this position will provide management oversight of the work of the sponsor and his contractors, suppliers and other vendors. This includes:

- Fully understanding the technical, business, finance, design, construction and operational aspects of the project
- Maintaining on-going communication and coordination with the Project Sponsor
- Providing periodic reporting of progress to the DDPD
- Insuring that the DDPD is aware of any issues that surface that are at variance from the project plan or specifications or that will impact the implementation schedule

If AIDEA has a direct role in implementing all or a portion of a project, this position will be the lead manager for that effort. This includes:

- Developing specifications and contracts for designers, contractors, suppliers or other vendors as needed to fulfill the requirements of that portion of the project for which AIDEA is responsible
- Working with AIDEA Procurement to obtain equipment, material and services necessary to complete the project
- Insuring that required permits are obtained
- Managing the work of contracted parties
- Insuring that the work meets specified quality standards
- Insuring that the work proceeds on agreed upon schedules
- Insuring that all project billings, accounts receivable/accounts payable are processed
- Maintaining on-going communication and coordination with the Project Sponsor
- Providing periodic reporting of progress to the DDPD and preparation of all necessary internal reports
- Insuring that the DDPD is aware of any issues that surface that are at variance from the project plan or specifications or that will impact the implementation schedule

Stage 3 – Asset Management (Time estimate – 20%)

AIDEA's principal role in Project Development is to provide financing for some portion of or the entire project financing need; how AIDEA does this will vary from project to project. In some cases, AIDEA has the authority to enter into an ownership role as part of its financial commitment. In other cases, AIDEA provides financing through more traditional approaches. In either case, AIDEA has an on-going responsibility to ensure that its investment is secured until such time as AIDEA is repaid or until AIDEA divests itself from the asset. This position has a lead role in this on-going asset management which includes:

- Coordinating, communicating with asset operations management to:
 - Review compliance with all aspects of the Operating Agreement
 - Review the schedule and performance of all required maintenance functions
 - Review the overall performance of the asset
- Retaining as necessary, outside expertise to conduct an independent audit of operations and financial performance to ensure compliance with financing covenants.
- Submitting periodic reports to the DDPD on the performance of the asset. The report will include an evaluation of the financial performance (ROI, cash flow, etc.) as compared with

original assumptions and forecasts as well as economic development benefits achieved as compared with expectations in the original decision to proceed with the project.

SPECIFIC DUTIES:

Throughout the life cycle of the project, this position will be responsible for the following:

- Supervising the work of professional consultants in the design, construction, operation, and management of facilities that will be owned or financed by the Authority in conformance with program requirements.
- Developing cost estimates, economic evaluations, project budgets, CPM schedules, and cash flow projections as required for the different project phases.
- Providing construction management services including: reviewing and approving supplier and/or contractor submittals, responding to requests for and providing design clarifications, provides construction oversight inspection and documentation activities, initiating contract changes responding to claims, and reviewing/approving contractor's pay applications.
- Managing the Authority's environmental assessment, compliance and remediation efforts including management of environmental consultants and contractors.
- Managing financial risk analysis consultants.
- Initiating and reviewing Requests for Proposal packages and soliciting for professional architectural/engineering services.
- Managing consultant selection process and negotiating cost-effective contracts.
- Administering professional services contracts through to completion of the projects.
- Reviewing facility maintenance and operations activities and supervising the creation of maintenance and operation agreements for projects owned and financed by the Authority.
- Maintaining a working knowledge and awareness of economic, business, environmental and technical opportunities and threats and informing management of important issues related to AIDEA assets.
- Serving as an engineering professional/subject matter expert by reviewing and analyzing technical proposals, contracts, operations and management agreements, memoranda of understanding and similar documents for the Authority.
- Working with the Financial & Legal Affairs Manager, the Attorney General's office, private counsel, risk management and other agencies to prepare contracts, studies, and reports.
- Meeting with clients, state, federal, and local officials, utility companies and other special interest groups on behalf of the Authority, to define code criteria, statutory and regulatory rules, environmental standards, functional requirements, space limitations, operational restrictions, and other activities that will impact design, construction, maintenance and/or operation of facilities owned or financed by the Authority.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of project management including the development of scope, scheduling, and cost control
- Knowledge of economic development, business plans, AIDEA regulations, industry practices in the design and construction of infrastructure and vertical construction, and general project management practices.
- Skills in writing, communicating, negotiating, problem solving, project management, reading plans and specifications.
- Ability to manage multiple projects.

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. The employee must lift and/or move up to 50 pounds. Specific

vision abilities required by this job include close vision and the ability to adjust focus. Development Finance projects are sometimes at remote sites and may require travel in small aircraft.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

- Requires advanced skills in email, word processing, spreadsheets, project scheduling and database software. Occasional work outside of the office at industrial facilities (mines, ore handling, and fabrication sites) will require the ability to stand for extended periods of time, use ladders and walk distances over uneven ground. The position requires basic skills with general office equipment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in engineering or related field
- Master's degree in business, engineering, engineering/project management or related fields is desirable but not mandatory.
- Ten to Fifteen years' experience in the management and development of projects from inception through completion and start-up
- Experience in the management of design and construction of infrastructure projects.
- Registration as a PE or PMP is desirable but not mandatory.