



Job Description

PCN (s)	08-0222 & 08-0443
POSITION TITLE	PROJECT MANAGER
LOCATION	ANCHORAGE
RANGE	23/24/25 FLEX
REPORTS TO	DIRECTOR, RURAL PROGRAMS 08-0466
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	TIM SANDSTROM, NOVEMBER 2018
APPROVED BY (NAME AND DATE)	JANET REISER, NOVEMBER 2018

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 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.

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 required by this job include close vision and the ability to adjust focus.

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 plus 10 years of experience in the construction, operations, and maintenance of Rural Alaska Power and Bulk Fuel Systems or Project Management Certification (PMP), plus meeting required experience may substitute degree. Registered Professional Engineer in the State of Alaska preferred.

DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITIONS ONLY)

At the higher range 24, the position requires:

- At least 12 years of qualified experience.
- PMP certification
- Manages more complex projects independently

At the higher range 25, the position requires:

- At least 15 years of qualified experience
- Manages very complex projects independently
- Acts as the Director, Rural Programs in their absence