



Position Description

PCN	08-0403
POSITION TITLE	RURAL PROGRAMS MANAGER
LOCATION	ANCHORAGE
RANGE	23/24/25 FLEX
REPORTS TO	CHIEF OPERATING OFFICER 08-0466
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	TIM SANDSTROM JUNE 2024
APPROVED BY (NAME AND DATE)	ASHLEY HARRIS JUNE 2024
EFFECTIVE DATE	6/10/2024

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 position. 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.

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

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction materials, industrial construction techniques, industrial electrical safety, and startup procedures for electrical power and control systems.
- Skilled at written and oral communication, negotiating, use of computers, cross-cultural communications, application of building codes and regulations, industrial electrical troubleshooting techniques, holding public meetings and sustaining effective working relationships with the public, contractors, and government agencies.
- Ability to analyze and appraise facts in support of decisions to develop practical and cost-effective electrical power system projects in rural Alaska, 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, plan and coordinate the work of contractors and consultants, review, evaluation and make recommendations for plans, specifications, schedules and cost estimates from design engineers and construction managers, set goals, monitor progress, inspect work in progress and finished construction projects involving travel to remove villages.

QUALIFICATIONS:

Alaska driver’s license and 5 years of experience in the construction, operations, and maintenance of Rural Alaska Power Systems.

DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITIONS ONLY)

- 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.

POSITIONS SUPERVISED BY THIS POSITION:

PCN	Job Title
08-0222	Project Manager
08-0231	Project Manager
08-X007	Project Manager
08-X077	Assistant Project Manager
08-X127	Grants Coordinator