



# Alaska Industrial Development and Export Authority POSITION DESCRIPTION

**Position Control Number (PCN):**  
08-X007

**Job Title:**  
Project Manager

**Job Location:**  
Anchorage

**Name of Supervisor:**  
Peter Crimp

**PCN:**  
080407

**FOR PERSONNEL USE ONLY:**

**Job Class Code:**

**FLSA Exempt:**

**Range:**  
22-24

**Effective Date:**

**POSITION PURPOSE:** In one or two sentences, state the main purpose of the position.

Manages the Alaska Energy Authority's biomass energy and combined heat and power (CHP) programs. Plans, develops, evaluates, and provides technical oversight of agency-supported biomass and CHP projects.

This is a flex position. At the higher level, this position has additional years of experience, education, certifications and performs the project manager tasks with no direct supervision for day to day project management tasks.

**ESSENTIAL FUNCTIONS:** List the major duties of the position. Begin with the most important duty. List duties in decreasing order of importance. Describe each task using clear, action verbs. Tell whether the function is essential or marginal and indicate the percentage of overall time spent at each duty.

	FUNCTION/DUTY/TASK	ESSENTIAL/ MARGINAL	PERCENT OF TIME
1.	Manages development of biomass energy and combined heat and power (CHP) projects under general guidance of the Alternative Energy and Energy Efficiency program manager and other staff.  Identifies potentially beneficial community-scale biomass, biofuel and CHP projects and works with established utility,	ESSENTIAL	40%

	<p>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. Directly, or through contract, assesses economic benefits/costs and technical and environmental feasibility of various energy supply options or developments. As appropriate, considers alternative technologies including, but not limited to diesel, natural gas, hydro, coal, wind, geothermal, conservation, and biomass related methods of production.</p> <p>Identifies potential sources of funding and/or financing to implement projects determined to be technically and economically favorable. Examples of this are 1) arranging and participating in meetings with industry sponsors, attorneys, and financial analysts and 2) working with federal, state, and local government officials to fund projects.</p>		
2.	Evaluates proposals to AEA for funding under the Alaska Renewable Energy Fund, Energy Cost Reduction, and other programs. Provides technical oversight on grants issued under these programs.	ESSENTIAL	25%
3.	Directs biomass resource assessment program activities. Tasks include working with the Alaska Department of Natural Resources, other federal and state agencies, and consultants to gather, organize, and make accessible wood, fish processing byproduct, waste and other biomass resource information for energy project development.	ESSENTIAL	10%
4.	<p>Administers grants to the AEA from U.S. Department of Energy and other entities. This consists of writing grant applications, overseeing program contracts, preparing required project activity reports and budgets, and participating in meetings and conferences.</p> <p>Represents the agency as a contractor to the U.S. Department of Energy and other funders. Areas of responsibility include advocating biomass energy and CHP policies on behalf of the agency and promoting the development of federally-supported energy projects in Alaska.</p> <p>Manages the biomass and CHP programs' technical assistance, public information, and project development activities. Prepares annual grant applications and required program reports, researches and writes public information and technical reports on biomass energy and CHP development.</p>	ESSENTIAL	10%
5.	Manages agency projects involving alternative energy and energy efficiency. Develops project scope to meet agency goals and legislative intent, prepares budgets, writes requests for proposals, negotiates contract awards, and administers grants. Reviews and evaluates contractor and grantee performance and makes future project recommendations. May be assigned a variety of projects and programs to meet changing needs at the agency.	ESSENTIAL	5%

6.	Conducts research on alternative energy technology applications, including comparing the economics of coal, diesel, and non-fossil fuel projects. Synthesizes energy generation, consumption, and system description reports from existing AEA databases. Evaluates potential energy projects proposed by the general public, the legislature, government agencies or private companies.	ESSENTIAL	5%
7.	Directs day-to-day work of temporary interns and other employees that assist in AEEE section tasks.	ESSENTIAL	5%

**LIST ACTIONS YOU TAKE OR DECISIONS YOU MAKE ON A REGULAR BASIS WITHOUT HIGHER LEVEL APPROVAL:**

Initiates technical and economic analyses of existing and proposed energy projects and makes recommendations to management for financing and other steps; represents agency to federal, local, and industry officials at in-state and outside meetings and conferences; prepares grant applications.

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:** Identify physical demands and potential hazards typically encountered and reasonably anticipated in this position. Mark each item with the rating that best matches the expectations of the position based on the following scale:

**NA:** Not applicable, not required/expected of position.

**NE** Requirement is present, but not essential to the position.

**O:** Occasional (up to 33% of the time) and essential to the position.

**F:** Frequently required (over 33% of the time) and essential to the position.

**Note:** Ratings must be consistent with essential functions identified in previous section.

Physical Requirement/Hazard	N A	NE	O	F	Physical Requirement/Hazard	N A	NE	O	F
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Exposure to electrical current	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Seeing objects at a distance	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Seeing objects peripherally	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Bending or twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Seeing close work (e.g. typed print)	<input type="checkbox"/>	<input type="checkbox"/>		X
Squatting or kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Distinguishing colors	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reaching above shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Hearing conversations or sounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Hearing via telephone or radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Driving car or light duty truck	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Communicating through speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Repetitive motion of hands/fingers	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Communicating through writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Grasping with hand/gripping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Lifting/carrying 10-25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Overnight travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Lifting/carrying 26-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Work/travel in boat or small aircraft	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Lifting/carrying more than 50 pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to aggressive/angry people	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in inclement weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to dust, chemicals, fumes	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:** Identify the technology, equipment, systems and tools required to perform this job. Mark each item with the rating that best matches the expectations of the position based on the following scale. **If operation of a particular item or system is not required, do not mark the item.**

**B:** Basic skills in operating this equipment or system required of position.

**A:** Advanced skills in operating this equipment or system required of position.

**Note:** Ratings must be consistent with essential functions identified in previous section.

B	A	Item	B	A	Item	B	A	Item
<input type="checkbox"/>	X	Personal computer		X	Database software	X	<input type="checkbox"/>	Computer printer
<input type="checkbox"/>	<input type="checkbox"/>	HELMS software	X	<input type="checkbox"/>	Desktop publishing software	X	<input type="checkbox"/>	Fax machine
<input type="checkbox"/>	<input type="checkbox"/>	AKSAS software	<input type="checkbox"/>	X	Electronic mail/scheduler	X	<input type="checkbox"/>	Photocopier
<input type="checkbox"/>	X	Word processing software	X	<input type="checkbox"/>	Multi-line telephone		<input type="checkbox"/>	Typewriter
<input type="checkbox"/>	X	Spreadsheet software	X	<input type="checkbox"/>	Voice mail	<input type="checkbox"/>	<input type="checkbox"/>	Letter folding machine
<b>Other:</b> (Please list and describe)								

**CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:** Identify critical knowledge, skills, abilities, experience, education or training **required** to function in this position.

<b>Knowledge of:</b>	Alaska energy systems and economics; biomass energy technology and resources; laws and policies guiding energy development in Alaska.
<b>Skills in:</b>	Economic analysis, writing, public speaking, computer modeling and quantitative analysis, use of Excel and Access or equivalent software, project management, and negotiation.
<b>Ability to:</b>	Make technically and financially sound decisions on project activities. Interact well with a diverse group of contacts. Learn Homer and other project analysis software.
<b>Other REQUIRED education or experience:</b>	<p>Range 22, a Bachelor's degree and advanced training or experience in engineering, forestry or a related field and two years experience in program management or energy project development. Applicable experience can substitute for education and training on a year-for-year basis.</p> <p>Range 24, a Master's Degree and minimum of five years experience in the management of projects from inception through completion; additional years of direct project management experience may be substituted for the educational requirements.</p>

**Level of Authority for Supervisory Positions:** See the Alaska Industrial Development and Export Authority Personnel Guidelines for level of authority.

**List Other positions you supervise:**

PCN	Job Title