

|                              |                                      |
|------------------------------|--------------------------------------|
| PCN                          | <b>08X077</b>                        |
| JOB TITLE                    | <b>ASSISTANT PROJECT MANAGER</b>     |
| LOCATION                     | <b>ANCHORAGE</b>                     |
| RANGE                        | <b>18/20</b>                         |
| REPORTS TO                   | <b>RURAL PROGRAMS MANAGER 080403</b> |
| FLSA EXEMPT                  | <b>RANGE 18 NO<br/>RANGE 20 YES</b>  |
| REVIEWED BY: (NAME AND DATE) | <b>CURTIS THAYER, DECEMBER 2024</b>  |
| APPROVED BY: (NAME AND DATE) | <b>CURTIS THAYER, DECEMBER 2024</b>  |
| EFFECTIVE DATE               | <b>DECEMBER 17, 2024</b>             |

**Position Purpose:**

This position helps explain requirements, prepares, and oversee the progress of business plans for rural Alaskan communities seeking code compliant bulk fuel storage tanks and rural power system upgrades funded by the Denali Commission. This position also assists in the development of various energy projects as implemented under the rural energy program. This is the beginning level of project management and is characterized by less complexity and responsibility than a Project Manager.

**Essential Functions:**

- Performs due diligence reviews of communities that are candidates for rural energy projects.
- Assists communities in developing business plans and oversees business plan monitoring reports.
- Coordinates project planning, development and implementation between AEA staff, design and engineering firms, business plan consultants and community entities by organizing meetings, participating in discussions and following up on identified tasks.
- Upon request or as directed, obtains, maintains and tracks information on the progress of Bulk Fuel Upgrade (BFU) and Rural Power System Upgrade (RPSU) projects to ensure that status reports reflect the latest development, including but not limited to: site control, grant agreement, operations and maintenance agreement, secondary operator agreement, repair and replacement fund account, and insurance.
- Develops, reviews and comments on drafted correspondence responding to inquiries about the status of specific or all BFU and RPSU projects within a timely fashion.
- Share expertise with colleagues needing extra support to design, draft, write, research or critique material to be published for public consumption, including but not limited to program overviews, grant applications, event handouts, program guidelines and media advertisements.
- Represents the agency on various government, public or private committees, workgroups or conferences that address energy issues by attending meetings, making public presentations.
- Other Duties as Assigned.

**Work Demands:**

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirements of this position according to the following descriptions:

**Rating**      **Description**

**Not Required (N):** Not required of this position.

**Present (P):** Requirement **is** present but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

**Occasional (O):** Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

**Frequent (F):** Required over 33 percent of the time **and** essential to the position.

| Physical Requirements:   | Rating |   |   |   |
|--|--------|---|---|---|
|  | N      | P | O | F |
| Sitting  |        | P |   |   |
| Walking  |        | P |   |   |
| Standing   |        | P |   |   |
| Running  | N      |   |   |   |
| Jumping  | N      |   |   |   |
| Bending or twisting  | N      |   |   |   |
| Squatting or kneeling  | N      |   |   |   |
| Crawling   | N      |   |   |   |
| Reaching above shoulder level  |        | P |   |   |
| Reaching below shoulder level  |        | P |   |   |
| Ascending or descending using a ladder or other conveyance                       | N      |   |   |   |
| Climbing stairs  | N      |   |   |   |
| Driving cars, light duty trucks  |        | P |   |   |
| Driving heavy duty vehicles  | N      |   |   |   |
| Using floor-mounted foot controls to operate equipment (e.g., not driving a car) | N      |   |   |   |
| Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)            |        |   |   | F |
| Fine manipulation with fingers   |        |   |   | F |

|  |   |   |  |   |
|--|---|---|--|---|
| Pinching with fingers  |   | P |  |   |
| Grasping with hand, gripping   |   | P |  |   |
| Load, unload, aim, and fire handguns, shotguns or other firearms     | N |   |  |   |
| Lifting/carrying up to 25 pounds                                     |   | P |  |   |
| Lifting/carrying 26-50 pounds  | N |   |  |   |
| Lifting/carrying more than 50 pounds                                 | N |   |  |   |
| Pushing/pulling up to 25 pounds                                      |   | P |  |   |
| Pushing/pulling 26-50 pounds   | N |   |  |   |
| Pushing/pulling more than 50 pounds                                  | N |   |  |   |
| Balancing on moving surfaces   | N |   |  |   |
| Balancing on narrow surfaces   | N |   |  |   |
| Balancing on slippery surfaces                                       | N |   |  |   |
| Balancing on uneven surfaces   | N |   |  |   |
| Restraining/grappling with people in a public protection environment | N |   |  |   |
| Seeing objects at a distance – when driving                          |   | P |  |   |
| Seeing objects peripherally – when driving                           |   | P |  |   |
| Using depth perception – when driving                                |   | P |  |   |
| Seeing close work (e.g., typed print)                                |   |   |  | F |
| Distinguishing colors  | N |   |  |   |
| Hearing conversations or sounds                                      |   |   |  | F |
| Hearing via radio or telephone                                       |   |   |  | F |
| Communicating through speech   |   |   |  | F |
| Communicating by writing/reading                                     |   |   |  | F |
| Distinguishing odors by smell  | N |   |  |   |
| Distinguishing tastes  | N |   |  |   |

| <b>Work Environment:</b>                                     | <b>Rating</b> |          |          |          |
|--|---------------|----------|----------|----------|
|  | <b>N</b>      | <b>P</b> | <b>O</b> | <b>F</b> |
| Work in/exposure to inclement weather                        | N             |          |          |          |
| Work in/exposure to cold water                               | N             |          |          |          |
| Work/live in remote field sites                              | N             |          |          |          |
| Work in confined areas (under desks, in heating vents, etc.) | N             |          |          |          |

|   |   |  |  |  |
|---|---|--|--|--|
| Exposure to dust, chemicals, or fumes   | N |  |  |  |
| Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)   | N |  |  |  |
| Exposure to electrical current (not outlets)  | N |  |  |  |
| Swimming/scuba diving   | N |  |  |  |
| Work at heights up to 25 feet (e.g., towers, poles)   | N |  |  |  |
| Work at heights over 25 feet (e.g., towers, poles)  | N |  |  |  |
| Work in urban or highway traffic (other than driving)   | N |  |  |  |
| Work around moving machinery or mobile equipment  | N |  |  |  |
| Work around moving mechanical parts   | N |  |  |  |
| Work on and off moving equipment  | N |  |  |  |
| Work on slippery or uneven surfaces   | N |  |  |  |
| Work/travel in boat/small aircraft/helicopters  | N |  |  |  |
| Exposure to high noise levels   | N |  |  |  |
| Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)  | N |  |  |  |
| Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment) | N |  |  |  |
| Exposure to needles or sharp implements (e.g., hospital, kitchens)  | N |  |  |  |
| Use of hot equipment (e.g., kitchen ovens, lab equipment)   | N |  |  |  |
| Exposure to wild/dangerous animals  | N |  |  |  |
| Exposure to insect bites or stings  | N |  |  |  |
| Exposure to aggressive/angry people in a public protection environment  | N |  |  |  |

| Other Work Demands | Rating |   |   |   |
|--------------------|--------|---|---|---|
|                    | N      | P | O | F |
|                    |        |   |   |   |

**Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed:**

While performing the duties of this job, the employee is frequently required to sit; 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. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This position may require travel by small plane, helicopter, or small boats to remote sites. Field trips may require hiking through steep vegetated terrain, crossing streams, or entering confined spaces while collecting data or inspecting.

**Describe the Level of Authority and Independence the Incumbent of the Position Exercises:**

*(List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher-level employee. For example, explain how the incumbent of the position has the authority to commit the organization, or any parts thereof, to a course of action.)*

**Special Requirements of this Position, if not listed above:**

Technology, Equipment, Systems, and Tools:

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

Critical Knowledge, Skills, and Abilities:

- Knowledge of rural Alaskan communities, business planning and management, infrastructure development processes, various funding resources, and the design and construction of capital improvement projects in rural Alaska.
- Skills in materials development, project coordination, planning, program reporting, and proposal writing.
- Ability to communicate orally and in writing, comprehend and implement new policies, make public presentations, manage data sources, and write grants.

**Desired Qualifications:**

Must have a Bachelor's degree in business or public administration or a related field; or a minimum of four years of work experience in one or a combination of the following: grants administration, community or economic development, infrastructure project planning or program management.

**Distinguishing Characteristics:**

*(for flexibly staffed positions only – list differences between one level of the position to each other level)*

Range 20: Demonstrates proficiency in the essential functions by becoming responsible for the duties/goals rather than assisting others in accomplishing the duties/goals. At this level, the position requires limited supervision and exercises discretion regarding matters of significance.

**Supervision:**

*(List PCNs and titles of positions this position supervises)*