



ALASKA ENERGY AUTHORITY POSITION DESCRIPTION

PCN	217013
JOB TITLE	ASSISTANT PROJECT MANAGER
LOCATION	ANCHORAGE
RANGE	18/20 FLEX
REPORTS TO	AEEE PROGRAM MANAGER
FLSA EXEMPT	RANGE 18 NO RANGE 20 YES
REVIEWED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
APPROVED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
EFFECTIVE DATE	DECEMBER 16, 2024

Position Purpose:

The primary purpose of the Assistant Project Manager for the Alaska Energy Authority's Energy Programs is to support and provide assistance with project development activities for Renewable and Other Energy Technologies. This is the beginning level of project management, characterized by less complexity and responsibility than a Project Manager position.

Essential Functions:

- At Range 18: Assists in identifying potentially beneficial community-scale energy projects, working with established community, utility, industry, and government contacts to develop them. Assists in initiating, designing, and conducting or arranging the planning level studies of energy supply options for project concepts that appear promising. Directly, or through contract management, assists in the assessment of the economic benefits/costs and technical and environmental feasibility of various energy supply options or developments. As appropriate, assists in the consideration of alternative technologies including, but not limited to diesel, natural gas, hydro, coal, wind, heat pump, solar, conservation, and biomass related methods of production. **At Range 20:** The duties above are not completed by assisting, but by accomplishing without assistance from others.
- At Range 18: Assists with the technical development of grant applications for potential funding sources. **At Range 20:** This position is responsible for the technical development and prepares grant applications on behalf of the Authority.
- At Range 18: Assists with the evaluation of proposals to AEA for funding under the Alaska Renewable Energy Fund, Power Project Loan Fund, Energy Cost Reduction, and other programs, by gathering information. Assists with the technical oversight on grants issued under these programs. **At Range 20:** This position is responsible for the technical oversight on grants issued under these programs.
- At Range 18: Assists with the energy program technical assistance, public information, and project development activities. Activities may include assisting with the preparation of and/or making presentations on behalf of AEA and responding to inquiries. Technical assistance activities include working with other government agencies, private sector businesses, and communities who are developing and maintaining projects. **At Range 20:** This position will complete program activities and present on behalf of the Authority.
- At Range 18: Assists other agencies in managing alternative energy and energy efficiency projects. Assists with the research needed to develop project scope to meet agency goals and funding

requirements and assists with preparing project budgets. Assists with gathering the information to review and evaluate the contractor and grantee performance and proposing project recommendations. May assist in a variety of projects and programs to meet changing needs at the agency. **At Range 20:** This position will develop project scopes, schedules and budgets for projects on behalf of the Authority and assist with programmatic budgeting activities.

- Gathers information on alternative energy technology applications, including comparing the economics of coal, diesel, and non-fossil fuel projects. Runs energy generation, consumption, and system description reports from existing AEA databases.
- Attends meetings and provides information to various government, public or private committees, workgroups or conferences that address energy issues.
- 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			

Work Environment:	Rating			
	N	P	O	F
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.

This position will develop and submit grant applications, manage, and negotiate contracts, direct and manage projects, ensure quality standards are met, communicate with stakeholders about project needs and deliverables, and administer and develop contracts on behalf of the Authority.

Special Requirements of this Position, if not listed above:

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:

- Basic knowledge of Alaska energy systems and economics, AIDEA and AEA regulations, industry practices in alternative energy, and contract administration practices.
- Basic knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to project design.
- Skills in economic analysis, writing, public speaking, computer modeling and quantitative analysis, use of MS Excel and Access or equivalent software, project management, and negotiation.
- Ability to make technical and financially sound decisions on project activities. Interact well with a diverse group of contacts.
- Ability to learn project analysis software.
- Ability to work independently and prioritize tasks.
- Ability to travel throughout Alaska as needed.

Desired Qualifications:

A Bachelor's degree in engineering, or related field, preferred. Strong people, math and critical thinking skills. Applicable experience can substitute for education and training on a year-for-year basis.

Distinguishing Characteristics:

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

- Range 18: Is an entry-level position with minimal project management or technical experience.
- 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. Please refer to the details under the essential function for additional requirements.

Supervision:

(List PCNs and titles of positions this position supervises)