

City and Borough Sitka, Alaska

Class Specification

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| Class Title | Project & Regulatory Manager |
| Class Code Number | 4075 |
| FLSA Designation | Exempt (Administrative) |
| Pay Grade and Range | 36 |
| Effective Date | April 11, 2016 |

General Statement of Duties

Plans, organizes, and directs electric utility environmental and regulatory compliance activities and performs related project work as required. Plans, organizes and directs Electric Department operation and capital projects; performs related work as required.

Distinguishing Features of the Class

Principal functions of an employee in this class are to manage environmental and regulatory compliance activities and oversee engineering design, modification and implementation of Electric Department Projects. The work is performed under the direct supervision of the Electric Utility Director but extensive leeway is granted for the exercise of independent judgement and initiative. In the absence of the Electric Utility Director an employee in this class may temporarily assume full responsibilities for duties of the Electric Utility Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials, outside contractors/consultants. The principal duties of this class are performed in a general office environment however it may occasionally involve work in an outdoor environment which may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Responsible for the development and implementation of environmental and regulatory compliance goals, policies, plans and procedures;
- Manages multiple projects or parts of projects including an understanding of the inter-relationship of issues between resources;
- Contributes data and recommendations for long-range planning;
- Coordinates environmental compliance activities related to utility operations;
- Maintains regulatory compliance schedules and ensures requisite reports and technical documents are completed;
- Prepares applications for and secures required Army Corps of Engineer, Department of Transportation and other state and federal permits;
- Prepares budgets and monitors expenditures for operations and capital projects;

- Develop and provides an effective environmental compliance training program for staff;
- Coordinates with other City departments, utility companies, consulting engineers, architects, contractors and commercial and industrial customers to maximize over-all utility efficiency and effectiveness;
- Coordinates OSHA, EPA and facility insurance requirements governing new system equipment;
- Provides needed information and demonstrations to perform certain work tasks to new employees in the same or similar class of positions;
- Primary department representative for all regulatory and administrative compliance inspections (FERC, EPA, ADEC);
- Plans, organizes and directs Electric Department capital and operations projects;
- Conducts designs, design reviews and approval, cost estimates, scheduling and construction supervision;
- Coordinates projects by outside consultants and/or private contractors and suppliers, including holding project oversight for adherence to contract specifications;
- Prepares Requests-for-Proposals for consulting services and related project specifications and bid documents, and participates in the selection process and monitors and evaluates consultant's project performance;
- Prepares plans and specifications and assembles other data related to capital construction and operation projects;
- Updates, revises and reviews drawings and maps;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of standard engineering principles;
- Comprehensive knowledge of issues, principals, and practices of regulatory compliance;
- Thorough knowledge of local, State and federal laws, statutes and ordinances, assistance and grant programs;
- Thorough knowledge of the overall electrical system and its operations;
- Knowledge of engineering design, analysis, construction, construction inspection, project engineering, project management and contract administration;
- Knowledge of the hydroelectric industry and applicable local, state, and federal regulations including FERC and NEPA processes;
- Knowledge of research and analytical techniques;
- Familiarity and ability to utilize and improve regulatory filing system;
- Ability to organize and present complex data;
- Ability to read and interpret complex regulatory and environmental regulations;
- Ability to use Computer Automated Drafting systems;
- Ability to use engineering, drafting, survey and testing tools;
- Ability to analyze complex problems and develop solutions including the ability to make difficult engineering computations quickly and accurately;
- Ability to prepare complex technical reports;
- Ability to write proposals, develop estimates, and coordinate project work;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Participation in work tasks outside regulatory discipline (e.g., member of field crew for scientific or engineering studies);
- Familiarity with uses of GIS and other mapping programs;
- Participates in the mentoring effort working with department staff within and outside discipline/area of expertise;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering; and
- Considerable experience in the area of regulatory and environmental regulatory policies, requirements, and compliance; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;
- Possession of a First Aid and CPR Certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing which permits the employee to communicate well with other City Department and Division Heads, consulting engineers, architects, contractors, employees and the general public;
- Sufficient vision or other powers of observation, with or without correction, which permits the employee to produce and review a wide variety of reports and related materials and to perform skilled engineering work by manual and computer drafting;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a keyboard and produce hand-written materials and notations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit and inspect other City and fieldwork locations including properties with rough terrain.

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