*Rural Community Assistance Corporation*

**Job Description**

***Small Utility Project Manager I (Rural Development Specialist)***

**Classification:** *Grade 10* **Department:** *Community and**Environmental*

**Status:** *Exempt* **Supervisor:** *Regional Environmental Manager, CES*

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Community and Environment Department**

RCAC’s comprehensive community and environmental services support rural communities to create a vision, set goals and implement an action plan for community development projects. We work with rural water, wastewater, and solid waste systems to make them sustainable. We also work with small systems’ boards of directors and staff to make sure they comply with state and federal regulations and understand system finances and operations. Outcomes of RCAC’s work include system regulatory compliance; access to resources for capital improvement projects; and board and staff capacity building in technical, financial and managerial best practices.

**Position Description**

The Small Utility Project Manager (PM) provides technical, managerial, and financial (TMF) assistance to small, disadvantaged community water and wastewater systems so they can operate sustainably and deliver quality services to the communities served. The PM works closely with rural residents and local leaders to advance construction projects to improve drinking water and wastewater access and affordability. Additionally, the PM prepares and delivers classroom and individual trainings as needed to build the capacity of local partners.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation process.** **Duties and responsibilities include but are not limited to:**

* Assess the needs of our client communities
* Build technical, managerial, and/or financial capacity at small utilities
* Help client communities access financial resources to address local demands
* Guide client communities through construction projects from planning to completion
* Recommend and implement solutions
* Promote and facilitate partnerships to maximize limited resources
* Develop, prepare, and deliver group and one-on-one, online and in-person trainings
* Provide excellent customer service
* Prepare activity and outcome reports as required
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to provide guidance to small utilities on water, wastewater, or solid waste topics
* Facilitation, mediation and meeting management skills
* Familiarity with rural and Indigenous community culture and social norms
* Familiarity with (or ability to learn) public works construction projects requirements
* Ability to troubleshoot, innovate and problem-solve
* Proficiency with personal computers including Microsoft Office
* Ability to complete administrative and reporting requirements on time
* Ability to listen effectively and communicate, verbally and in writing
* Ability to work independently and in team environments, and to effectively prioritize multiple tasks
* Ability to develop and conduct trainings for adult participants
* Familiarity with virtual training platforms

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

Experience:

One to three years of applicable experience in water, wastewater, environmental project management, or other closely related field (if a higher level of related education is possessed than is required, this education may be substituted for the experience requirement up to a maximum of one year). Experience in training, facilitating and mediating community programs/projects is highly desirable.

Education:

High school diploma or equivalent with qualifying experience. Bachelor's degree in related field preferred.

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*

RCAC employees are federally mandated to be vaccinated against COVID-19 as a condition of employment, subject to reasonable accommodation as required by law.