

MAJOR FUNCTION

This is responsible technical, administrative, professional, and supervisory work in directing the activities of the System Reliability and Transmission Services Division. The work involves planning, directing and coordinating the division's major components that include Electric Control Center Operations, Transmission Services, Resource Adequacy, Energy Management System (EMS) Support and Relay Operations. Work is performed under the general direction of the General Manager-Electric Utility and requires considerable independent judgment, discretion, and initiative in carrying out the daily operations of the division with efficiency and effectiveness. Work is reviewed through observation, programs implemented, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes and directs, through subordinates the administration, operation and planning of the City's Electric System Reliability and Transmission Services functions. These functions include, but are not limited to, the following: (I) Distribution Operations - dispatch, monitoring, switching and trouble calls, (II) Transmission Operations - dispatch, monitoring, switching and trouble calls, (III) Transmission Services - Marketing, OASIS Operations and Administration, and Rate Design, (IV) Long-Range Resource Adequacy, (V) Relay Operations and (VI) EMS activities and functions. Develops and administers a budget for the division and assures proper control is being exercised. Coordinates with other divisions of the department to assure adequacy of programs. Participates in departmental decisions with respect to major improvements relative to operational and reliability considerations. Conducts technical evaluations and computer simulated analyses of the City's electric system. Negotiates and administers contracts and agreements. Meets with subordinates and supervisors on technical and administrative matters. Prepares reports and renders testimony on the City's behalf before regulatory agencies, public hearings, and in civil courts. Investigates malfunctioning or inadequate equipment operation or procedures that impact the safety and reliability of the electric system. Represents the department and the City on various committees, including but not limited to those of the Florida Reliability Coordinating Council and others. Represents the department in state and federal regulatory proceedings that deal with system reliability, resource adequacy or transmission operations. Works with consulting engineers and other department staff to conduct studies on behalf of the department. Recommends the selection, advancement, transfer, grievance resolution, discipline and discharge of assigned employees. Conducts performance reviews and recommends the approval or disapproval of merit. Performs other related work as required.

Other Important Duties

Represents the electric utility in state and federal regulatory forums and in organizations that deal with system reliability, resource adequacy, transmission operations or retail customer power delivery issues. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of principles, practices and methods used in the planning, construction, operation and maintenance of the electrical generation, transmission and distribution systems. Thorough knowledge of engineering principles as applied to electrical generation, transmission and distribution functions. Thorough knowledge of modern business and management practices, principles and techniques, including Federal Energy Regulatory Commission (FERC) uniform system account. Ability to direct complex planning, research and studies. Ability to communicate and supervise professional, technical and subprofessional employees. Ability to read, interpret and explain applicable regulations, plans, and specifications. Ability to prepare and/or direct the

preparation of technical reports, analyses and documents. Ability to communicate effectively, both orally and in writing. Ability to plan, organize, train, and supervise others in a manner conducive to high performance and good morale. Ability to establish and maintain effective working relationships as necessitated by the work. Demonstrates interpersonal facilitation and communication skills. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in electrical or mechanical engineering, or a related field, and six years of professional experience in the planning, design, operations, and maintenance of electrical transmission and distribution facilities or electric power production plants of 100 megawatts or larger in size; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity, one year of which the supervisory duties must have included responsibility related to North America Electric Reliability Council (NERC) compliance.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

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