

MAJOR FUNCTIONS

This is responsible professional, technical, and administrative work dealing with regulatory and/or security compliance within the Electric System Compliance and Production Divisions of the Electric Utility. This includes the monitoring, coordination, analysis, and reporting of complex regulatory activities in the area of: (i) North American Electric Reliability Corporation (NERC) and Florida Reliability Coordinating Council (FRCC) reliability standards; (ii) comprehensive Florida Department of Environment Protection (FDEP) and US Environmental Protection Agency (EPA) programs for power generation facilities; and/or (iii) security compliance for electric facilities. Work is performed under the direction of the Manager–Electric System Compliance or Manager-Power Production. Work is reviewed through reports, conferences, and program results.

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

Electric Compliance: Monitors, schedules, tracks, and documents the verification of compliance activities required to ensure compliance with NERC/FRCC reliability standards. Analyzes and reviews all NERC/FRCC reliability standards to determine their applicability to the utility. Tracks NERC and FRCC standards under development and advises electric divisions in the development of policies, procedures, and implementation plans. Coordinates the preparation of NERC/FRCC audits and spot checks. Manages and maintains the storage of documentation and evidence required to demonstrate compliance and ensures that the retention of all documentation meets regulatory requirements. Oversees the utility's annual internal assessment of all applicable reliability standards and conducts internal investigations of all potential compliance violations. Develops and tracks the progress of mitigation plans associated with confirmed violations. Recommends changes and modifications to programs, policies, and procedures to ensure compliance with all applicable reliability standards. Develops NERC compliance awareness and training for utility personnel, contractors, legal, and city management. Participates in NERC and FRCC committees and other regulatory proceedings as assigned. Interacts with regulatory agencies in responding to investigations, data requests, and other inquiries. Prepares and presents written and oral reports and other necessary documents and correspondences. Performs related work as required.

Electric Production: Develops a comprehensive environmental regulation management and compliance program for the Electric Utility's generating facilities to address relative environmental issues and to ensure compliance with local, state, and federal rules, regulations, and requirements. Develops, plans, implements, and trains the facility personnel and prepares documents to meet applicable security programs including, but not limited to: (i) US Coast Guard Port Security requirements at the Purdom Generating Station; (ii) Risk Management Plan (RMP) and Process Safety Management Plan (PSM) for use and storage of ammonia at generating facilities; and (iii) Chemical Security Plan, as required by Department of Homeland Security (DHS). Prepares and presents written and oral reports and other necessary documents and correspondences. Participates in communications between the City, regulatory authorities, conservation groups, general public, and with other local, state, and federal agencies for matters related to environmental pollution control and security related matters applicable to the generating facilities. Reviews applicable sources to keep abreast of the applicable environmental and security rules and regulations which have either a direct or indirect effect upon the generating facilities. Recommends and implements improvements in response to changes to local, state, and federal environmental compliance requirements or identified best practices. Maintains accurate records for on-site inspection by regulatory agencies. Conducts periodic audits and inspects to assess program effectiveness and to determine compliance, and identifies on-site conditions or practices that have the potential to be in violation of the generating facilities' operating permits. Provides information and training to affected staff to create awareness and understanding of best practices relative to environmental and security issues. Participates in

environmental and security studies, assessments, and program planning activities. Performs related work as required.

Other Important Duties

Electric Compliance: Evaluates the work of others.

Electric Production: Attends training seminars related to environmental and/or security issues to ensure the generating facility's compliance with current rules and regulations. May attend DHS/Federal Energy Regulatory Commission (FERC)/NERC/FRCC meetings, webinars, etc., to stay abreast of developments in the facility security area. Conducts research on various environmental issues and/or security related issues required by DHS/FERC/NERC/FRCC. Writes and develops management strategies and technical reports. Performs other duties as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Electric Compliance: Considerable knowledge of the electric utility industry, business, and operations. Knowledge and understanding of FERC, NERC, FRCC, and state regulatory requirements and issues. Ability to conduct independent and comprehensive research and evaluation, and to provide recommendations and alternatives. Ability to analyze facts, and exercise sound professional judgment to arrive at valid conclusions under stressful situations. Ability to effectively communicate complex concepts in lay terms and to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with internal and external parties. Skill in the use of computers and associated programs and applications necessary for successful job performance.

Electric Production: Considerable knowledge of environmental codes, ordinances, rules, regulations, and other requirements as they relate to the City's facilities and operations. Knowledge of the proper handling, storage, and disposal methods for hazardous chemicals. Ability to read and interpret engineering and architectural plans and specifications. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to schedule work assignments and perform duties with minimal supervision. Ability to understand and interpret technical documents such as environmental reports, FDEP/EPA regulations, port, chemical, and DHS/FERC/NERC/FRCC security requirements and other related data, and determine potential impact on designated area. Ability to write technical reports and manuals, and keep accurate records of all activities for use in potential compliance hearings or litigation. Ability to communicate effectively, both written and oral. Ability to understand, interpret, and extend logic of environmental policies, ordinances, rules, regulations, port, chemical, and FERC/NERC/FRCC security requirements. Ability to keep abreast of environmental, port, chemical, and FERC/NERC/FRCC security issues. Ability to utilize problem solving techniques. Ability to understand and follow complex oral and written instructions. Ability to gather and compile technical data and to write and present clear and persuasive reports. Ability to assess situations and utilize available resources to come to a resolution of issues. Ability to use independent judgment with limited instructions from supervisor. Ability to work from oral and written instructions. Ability to detect hazardous conditions, particularly those that require immediate attention and that may result in the endangerment of human health and/or the environment. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Electric Compliance: Possession of a bachelor's degree in engineering, business administration, accounting, or a related field, and four years of professional experience that includes electric utility operations, planning, or regulatory compliance; or an equivalent combination of training and experience.

Electric Production: Possession of a bachelor's degree in environmental science, environmental engineering, chemical engineering, organic or inorganic chemistry, environmental law, biology, or an area related to any of the aforementioned areas, and four years of technical and professional experience in environmental compliance, regulatory, planning, or inspection activities; or an equivalent combination of training or experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Must successfully complete background check and identity verification prior to hire and periodically throughout employment.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant (as determined by the General Manager - Electric and/or the Director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity as a condition of continued employment.

Electric Production : Applicants must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment. Must obtain oil HAZMAT and oil spill certifications within one year of employment.

Established: 07-09-10

Revised: 04-20-13