

MAJOR FUNCTION

This is highly responsible profession, administrative and technical work directing all the activities of the Electric Power Engineering Division. The incumbent is responsible for all the development, implementation and management of the City's Electric Utility business plans and engineering and technical support for the expansion of the City's power delivery system; easement/ROW acquisition; and Electric Geographic Information System (GIS) management. Successful job performance requires management of a considerable variety of professional and complex work associated with utility operations. The incumbent serves on the Electric Utility management teams, and exercises considerable independent judgment, discretion, initiative and independence in carrying out their responsibilities. Work is performed under the administrative direction of the General Manager-Electric Utility. The work is reviewed through conversations, conferences, reports, observations and by results obtained.

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

Responsible for the City's Electric Power Engineering functions including the engineering, design, licensing, permitting, and construction of expansion and refurbishment projects for the City's power delivery system including transmission, substations and distribution. Responsible for the maintenance of the Electric Utility GIS. Administers the Talquin Agreement to determine fair market value of facilities and the purchase of Talquin facilities in City territory. Establishes safety programs and practices to promote a safe work environment. Responsible for ensuring compliance with all applicable regulatory requirements including, but not limited to: North American Electric Reliability Corporation (NERC), Federal Energy Regulatory Commission (FERC) and Florida Reliability Coordinating Council, Inc. (FRCC) reliability standards; environmental regulations and requirements land use regulations and requirements. Develops or supervises the development of cost estimates, plans, specifications and schedules for projects within the division. Directs, coordinates and oversees the purchase, acquisition and management of contracts and purchases for materials and services to support division projects. Analyzes, prepares, and administers division operations and capital budgets. Directs personnel activities within the division including the hire, transfer, promotion, grievance resolution, discipline and dismissal of employees. Develops goals and objectives for division staff; conducts performance evaluations and recommends approval or denial of merit increases. Responsible for reviewing plans and resolves problems in conjunction with top division personnel. Plans and reviews City Commission agenda materials and represents the division before the City Commission. Prepares reports required to be filed with regulatory agencies on behalf of the City. Renders testimony on City's behalf to regulatory agencies, public hearings and civil courts. Represents division and department with local media and the public. .Performs related work as required.

Other Important Duties

Participates in the development of the Electric Utility Strategic Plan. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles, practices and methods used in the planning, engineering, construction, operation and maintenance of electric utility operations, especially in the area of transmission, distribution and substations. Knowledge of geographical information systems (GIS). Thorough knowledge of financial management issues including, budgeting (operations and capital), project accounting, procurement activities, cost control/tracking and the FERC uniform system of accounts.

Considerable knowledge of modern business and management practices. Considerable knowledge in the principles of supervision, training and performance evaluation. Knowledgeable in applicable regulatory requirements including, FERC, NERC and FRCC reliability standards; environmental standards, including local growth management rules; and OSHA safety rules. Knowledgeable in techniques used in contract negotiations and management for materials and services. Ability to manage multiple high priority complex issues simultaneously, potentially for long periods of time. Ability to work across division lines, often times seeking output and support from other areas of the organization. Ability to apply sound business practices and corporate guidelines to make decisions based on available information with little to no direct supervision. Ability to prepare or direct preparation of technical reports, analysis and documents. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with internal and external stakeholders. Have a working knowledge and ability to utilize computer based systems (word processing, spreadsheets, etc.).

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.

Necessary Special Requirements

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

Must obtain, and maintain throughout his/her period of employment, the required clearances to have unrestricted access to critical facilities consistent with NERC, FERC and FRCC reliability standards.

An incumbent in this job classification may be required to file a financial disclosure statement with the Supervisor of Election in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 10-14-88

Revised: 04-05-89

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