

MAJOR FUNCTION

This is a highly responsible management position responsible for providing leadership, direction and oversight of the Electric System Integrated Planning Division with responsibility for the City's short/long range electric system planning, conservation programs and alternative energy development. The incumbent serves on the Electric Utility management team 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 developing the organization, work plans and procedures, and overseeing the operations of the System Integrated Planning Division consistent with the City and Electric Utility Mission and Objectives. These include, but are not limited to: long range transmission and power supply planning; marginal costing studies; power supply economics; conservation and demand side management (DSM) programs; alternative energy project development; and preparation of utility data to assist in negotiating power marketing agreements and power purchases from other utilities. Responsible for ensuring that the operational responsibilities are conducted within prudent utility practices, generally accepted engineering practices and consistent with the City's customer service standards. Provides planning, budget and cost information for the energy cost recovery charge. Coordinates with other utilities in the State of Florida, as well as those in the neighboring states, on studies and projects for optimized reliability of interconnected operations through Florida Reliability Coordinating Council (FRCC). Coordinates with other owners of the Southern Interface on planning and reliability issues. Participates in the development of the long term Electric Utility strategic plan and the annual operational plans to support the strategic plan. Responsible for the establishment and administration of 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 FRCC reliability standards; environmental regulations and requirements, land use regulations and requirements. Oversees and provides leadership and direction for 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. Responsible for analyzing, preparing, and administering the division operations and capital budgets. Directs personnel activities within the division including the hiring, 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. Prepares 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. Represents the division and the Electric Utility with the local media, public, customers and other City Departments. Renders testimony on City's behalf before regulatory agencies, public hearings and civil courts. Performs related work as required. Participates in regulatory forums such as FERC and the Florida Public Service Commission (FPSC) to promote and protect the interests of the City.

Other Important Duties:

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge in most areas of modern engineering methods, techniques, and practices of electric utility planning and operations. Thorough knowledge of planning, engineering economics, probability and statistics, power production costing, decision theory (alternative comparisons), conservation/DSM programs, alternative energy, and municipal utility finances. Considerable knowledge in computer applications related to subjects such as generation planning, reliability indices, transmission load flow calculations, present worth of revenue requirements and weather-normalization, etc. Thorough knowledge of capital expenditure accounting and budgetary cost controls. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to direct complex engineering studies. Ability to plan and supervise the work of employees. Ability to read, interpret and explain applicable regulations, plans and specifications. Ability to prepare and/or direct preparation of technical reports, analyses and documents. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Demonstrates interpersonal facilitation and communication skills.

Minimum Training and Experience

Possession of a bachelor's degree in engineering and six years of professional experience in one or more of areas associated with planning, design, operations, regulation, or maintenance of: (i) electrical transmission and distribution facilities; (ii) system operations; (iii) electric power production plants of 100 megawatts or larger in size; or (iv) North American Electric Reliability Corporation (NERC) Compliance activities; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity. A Master's degree in engineering or an MBA degree combined with an undergraduate degree in engineering may be substituted for one year of the required experience; or an equivalent combination of training and experience is acceptable.

Necessary Special Requirement

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

Must obtain and maintain throughout 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 is required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 20 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: 07-26-03

Revised: 04-26-04*

05-01-08*

09-06-14