

**Title:** Regulatory Programs Coordinator  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Lakeland Electric

**Class Code:** 2112  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible professional and administrative work involving a broad range of regulatory compliance activities for the Energy Supply Business Unit. Work involves monitoring and overseeing the division's pollution prevention efforts, which includes the tank management program, development of applicable regulatory compliance plans, training requirements, and various other environmental and administrative duties as required. This position may supervise various other clerical or technical positions assigned.

**ESSENTIAL FUNCTIONS:**

1. Reviews and evaluates regulatory compliance rules and establishes compliance procedures as required.
2. Monitors all activities associated with aboveground storage tank systems to ensure compliance with regulations.
3. Writes and updates required divisional plans for each facility to comply with state and federal rules, including SPCC Plan, Facility Response Plan, Storm Water Pollution Prevention Plan, Best Management Practices Plan, Waste Minimization Plan, etc.
4. Writes and updates the division's emergency operations procedures for storms and other emergencies.
5. Maintains all official in-house and external tank inspections, cathodic protection reports, NDE inspections, leak detection monitoring reports, secondary containment inspections, and other information related to tank systems, and ensures that required formal inspections are done.
6. Interfaces with department environmental professionals to ensure permitting and reporting compliance with county, state, and federal agencies regarding various aspects of tanks, fuels, hazardous chemicals, and waste minimization activities.
7. Prepares reports and specifications for various regulatory projects.
8. Advises management regarding compliance requirements and develops programs as necessary to achieve compliance with the regulatory agencies.
9. Performs special management/operations studies as requested.
10. Performs various administrative duties as required such as management reports, surveys, budgeting studies, statistical analysis, and related activities; develops/tracks productivity and performance standards.
11. Provides data for use by the division or staff in planning, organizing, directing and controlling division/department operations.
12. Uses personal computers extensively.

**ADDITIONAL RESPONSIBILITIES:**

1. Attends regular meetings with divisional personnel, other departmental personnel, and other utilities personnel as required for administrative and compliance issues.
2. Meets with regulatory agencies at the federal, state, and local level regarding compliance issues as required.
3. Prepares and conducts employee training on a variety of compliance topics.
4. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of existing and proposed federal, state, and local government environmental regulations pertaining to power plant fuels and chemicals and their vessels and containments.
2. Knowledge of operating and maintenance procedures relating to tank, containment, and piping systems at the plants.

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3. Ability to coordinate project activities with various sections and divisions within the utility.
4. Ability to communicate effectively at all levels of the organization.
5. Ability to prepare clear, competent and definitive written/oral reports.
6. Ability to understand and practically apply policies, procedures and regulations.
7. Ability to effectively manage projects.
8. Considerable knowledge of project management concepts and techniques.
9. Thorough knowledge of operations research, industrial and management systems, organizational analysis, marketing, mathematics, and other management disciplines.
10. Proficient in using personal computer including word processing, spreadsheets, and data base software for the statistical analysis of data and report preparation.
11. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires mostly sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations, and occasional climbing of stairs and ladders around plant site to inspect various tanks and other equipment. The job usually risks little exposure to physical or environmental hazards. The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university.
2. Four (4) years of experience in a staff or consulting capacity in the areas of environmental compliance, operations research, plant operations, or industrial/governmental management.
3. Training or teaching experience.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Required to pass and maintain qualification for:
  - a. Respiratory Protection Physical
  - b. Pulmonary Function
  - c. Qualitative and Quantitative Fit Test(s)
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.