

**Title:** Assistant GM – Production  
**PG:** PB2  
**Status:** Non-Civil Service  
**Position Reports to:** Managing Director  
**Department:** Lakeland Electric

**Class Code:** 1088  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

The Assistant GM - Production is responsible for the coordination and direction of all functions pertaining to the operation and maintenance of Lakeland Electric's power generating facilities. He or she has primary responsibility for the generation, purchase and sale of power, energy and ancillary services in a competitive market to serve Lakeland Electric native load, other utilities and other energy service providers. The basic function is to provide the leadership and direction necessary to ensure that clients and customers receive high quality, reliable, cost effective and responsive energy supply services in a manner that ensures the profitability of the Business Unit.

### **PRINCIPAL DUTIES**

#### **Planning**

1. Develops long-range plans, objectives, strategies and policies for the Energy Supply Business Unit and obtains the Managing Director's approval. Ensures that approved plans are implemented through the Department's budget process and is accountable for results.
2. Develops and implements a business strategy to remain competitive in the energy supply business. Develops innovative revenue enhancement and cost containment programs to ensure the profitable operations of the Business Unit.
3. Develops and recommends generating unit reliability criteria and performance standards. Establishes plant operations and maintenance policies. Approves maintenance schedules and plans to comply with environmental regulations.

#### **Operations**

1. Serves as a member of the Managing Director's executive management team. As a member of the team, provides leadership in the development of Lakeland Electric's overall objectives, goals and performance measures and assists in the resolution of inter-departmental disputes.
2. Directs the activities of the Energy Supply Business Unit including power plant operations and maintenance, fuels, production engineering, wholesale energy business operations, in accordance with agreed upon action plans and objectives, and measures the performance of the unit against standards established relating to its operations.
3. Serves as the designated representative for the department with respect to environmental agencies.
4. Provides for an adequate employee safety training program and oversees program implementation and administration.
5. Directs the negotiation of fuels and wholesale power contracts and oversees contract administration.
6. Responsible for assuring available supply of fuels for generating units.
7. Coordinates planning and operating activities with other Business Unit Directors and the Directors of major Lakeland Electric support organizations to ensure that overall Lakeland Electric business objectives are met.

#### **Organization and Personnel**

1. Recommends annual budgets, manpower plans, and staffing levels needed to carry out operating responsibilities to the Managing Director for approval.
2. Recommends personnel and compensation actions for subordinates to the Managing Director for approval.
3. For management development and succession planning purposes, may be asked to perform the duties of other Business Unit Directors on a part-time or rotational basis with no adjustment in salary grade or compensation level.

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### **Outside Relationships**

1. As directed by the Managing Director, represents Lakeland in industry groups and associations, and local service organizations in matters relating to planning and operation of the energy supply system.
2. Directs the negotiation of and approves contracts with consulting engineers, architect and engineering firms, construction contractors and other entities to obtain power plant construction and maintenance services, fuels and fuels transportation services, and wholesale power supply on a competitive basis.

### **Reporting Relationships**

1. Is appointed by and reports to the Managing Director.
2. Directly supervises the managers or supervisors of Energy Production, Production Engineering, Wholesale Energy and Fuels.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Theoretical and practical knowledge of electric power generation facilities engineering, construction, maintenance and operations.
2. Theoretical and practical knowledge of the developing competitive markets for electric energy and related services.
3. Theoretical and practical knowledge of business, finance and utility management practices.
4. Ability to plan and direct multiple and complex business functions in a dynamic political environment.
5. Effective negotiation, presentation, interpersonal and written and oral communications skills.
6. Ability to establish and maintain effective working relationships and provide leadership to create a working environment that will instill employee pride, morale and commitment to service excellence.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to traffic, no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

### **QUALIFICATIONS AND EXPERIENCE:**

1. A four (4) year degree from an accredited college or university in engineering, business administration or a related field. Appropriate professional certification and a master's degree in business administration are preferred.
2. At least ten (10) years of progressively responsible experience, with at least five (5) years of management experience in the public utilities industry, and five (5) years as head of an organizational unit with responsibility for generation planning, power plant operations, construction and maintenance, fuels and wholesale energy procurement, and related marketing activities.
3. An equivalent combination of directly related education and experience may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months

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**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
3. 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.