

Title: Manager of Electric System Control
PG: 74
Status: Civil Service
Position Reports to: Assistant General Manager - Delivery
Department: Lakeland Electric

Class Code: 2293
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This managerial position is responsible for overseeing and directing the administrative and technical functions and personnel needed to ensure safe and reliable operations of the electric transmission and distribution system. Work involves planning, coordination and supervising the daily activities of the Electric Control Center and first responder Troublemens groups. Responsibilities include working with the AGM – Delivery to establish goals and criteria for the successful and reliable operation of the electric transmission, substation and distribution network in compliance with NERC and FRCC reliability standards. Performance is reviewed for effectiveness through reports, conferences and results obtained.

ESSENTIAL FUNCTIONS:

1. Responsible for providing overall direction and supervision of the Lead Electric System Operators, Electric System Operators, Troublemens Supervisor, Troublemens and all functions to ensure the safe and reliable operation of the T&D system in support of the division's goal of delivering continual and high-quality electric service to all customers.
2. Ensures the System Control Operators, policies and procedures comply with the North American Electric Reliability Corporation (NERC) and Florida Reliability Coordinating Council (FRCC) training, standards and readiness requirements.
3. Provide oversight for the Department's Emergency Operations Plan and serves as primary restoration manager during major post-storm recovery events.
4. Works with the division Business Operations Manager and others to develop budget requirements for assigned functional responsibility areas within the division.
5. Participates in meetings and discussions on planning facilities and reliability enhancement projects for the Delivery division.
6. Recommends justifiable staffing requirements needed to accomplish the assigned responsibilities.
7. Ensures accurate and effective outage reporting to both internal and external customers.
8. As directed the AGMD, represents the utility in meetings with other utilities and organizations and keeps the utility informed on state and national issues which could affect the current and future operating practices of the utility.
9. Participates in energy delivery business unit planning to assist in the establishment of planning criteria, standards, goals and performance measures for the safe and reliable operation of the electric system.
10. Works with the AGMD to coordinate the implementation of new cost effective and reliability concepts for the division.

ADDITIONAL RESPONSIBILITIES:

1. Participation in training at out of town locations, which may require overnight stays.
2. Working in a team to accomplish inter-divisional tasks.
3. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

1. Performs supervisory responsibilities to include selecting, developing/training, assigning and monitoring work, performance management (establishing clear expectations, goals and performance standards; coaching: providing timely feedback: conducting performance

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reviews, addressing performance/safety issues), recognizing and rewarding performance and issue resolution within the work group, in accordance with policies and laws.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Through knowledge and understanding of economic evaluation of alternatives as applied in electric transmission, substation and distribution operations, functions and responsibilities.
2. Knowledge and understanding of the effect of power quality and reliability related issues as it affect customers.
3. Knowledge of basic engineering principles, techniques, and practices used in the design construction, operation and maintenance of electric utility facilities and systems.
4. Knowledge of computer applications used in the division.
5. Ability to prepare and/or direct the preparation of technical reports, analysis, and documents for the division.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to establish and maintain effective working relationships with co-workers, other city employees, and the general public.
8. Ability to prepare and review expenditure of an annual budget.
9. Ability to motivate employees in order to increase productivity.
10. Ability to plan and supervise the work of subordinates.
11. Ability to make presentations to both internal and external customers.
12. Ability to demonstrate creative and independent ideas toward solving system operation problems and program objectives.
13. Ability/willingness to create and support a safe work environment.
14. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor
15. Ability/willingness to perform work to support the vision, mission, values and goals of the Department.

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 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 (EDUCATION, TRAINING AND EXPERIENCE):

1. An accredited four (4) year college degree in engineering or engineering technology, or a high school diploma supplemented by courses in electrical theory and/or operations with a minimum of ten (10) years of experience in electric system operations.
2. Minimum of five (5) year of supervisory experience in electric system control environment.
3. Must possess and maintain North American Electric Reliability Council (NERC) System Operator Certification.
4. An equivalent combination of education and experience may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

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SPECIAL REQUIREMENTS:

1. Must maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
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.