

**Title:** Manager of System Protection  
**PG:** 78  
**Status:** Non-Civil Service  
**Position Reports to:** AGM - Delivery  
**Department:** Lakeland Electric

**Class Code:** 2300  
**Date:** 05/09

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

The Manager of System Protection is responsible for the performance, oversight, and direction of all functions relating to the engineering, testing, maintenance, and operation of the electric system protective and metering systems. Work involves planning, coordination and supervising the daily activities of the System Protection Engineering, Relay Shop, and Meter Shop groups. Responsibilities include working with the AGM – Delivery to establish goals and criteria for the successful and reliable protection of the electric power system in compliance with NERC and FRCC reliability standards. Performance is reviewed for effectiveness through reports, conferences and results obtained.

### **ESSENTIAL FUNCTIONS:**

1. Participates in energy delivery business unit planning to assist in the establishment of construction standards, goals, and performance measures relating to the design, construction and maintenance of the electric system.
2. Oversees the planning and scheduling of work and assignment of personnel to improve the efficiency of protective system engineering, testing, and maintenance operations.
3. Directly supervises the Relay Engineer, Chief Protective Relay Technician, and Chief Meter Technician responsible for system protection and metering
4. Ensures the System Protection personnel, policies and procedures comply with the North American Electric Reliability Corporation (NERC) and Florida Reliability Coordinating Council (FRCC) training, standards and readiness requirements.
5. Prepares and recommends budgets needed for protection and metering maintenance and capital projects and participates in meetings to determine the utility's capital and operating budget requirements.
6. Maintains a current knowledge of standards, work methods, and technologies available to improve the efficiency and safety of construction, operation, and maintenance. Develops policies, methods and procedures for the safety of personnel and efficiency of division operations.
7. Performs and oversees the proper selection, application, setting, and testing of protective devices and metering and regular review of their functional effectiveness.
8. Recommends annual budgets, manpower plans, and staffing levels needed to carry out operating responsibilities to the AGM for approval.
9. Recommends personnel and compensation actions for subordinates to the AGM for approval.
10. Establishes standards for employee productivity and performance and monitors results.
11. Develops and implements appropriate employee training programs and monitors the professional development of employees in the work unit.
12. As directed by the AGM, represents the utility in meetings with other utilities and regulatory agencies and keeps the utility informed on state and national issues which could affect the current and future construction and maintenance practices of the utility.

### **ADDITIONAL RESPONSIBILITIES:**

1. Participation in activities 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

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performance standards; coaching: providing timely feedback: conducting performance 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. Extensive theoretical and practical knowledge of electric power system protective devices and metering and their applications.
2. Extensive knowledge of power system theory with the ability to properly model the electric system and conduct analysis of steady state and transient or unusual conditions and apply the results.
3. Theoretical and practical knowledge of work force management systems and their application
4. Thorough knowledge of public safety concerns and occupational hazards associated with electric system construction, maintenance and operations.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers, and professional, technical, skilled, and semi-skilled employees and the general public and to provide leadership to contribute to 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 no significant environmental hazards.  
The job requires normal visual acuity, 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 with a degree in engineering.
2. Ten years of combined experience in protective relaying and substation engineering, construction, and maintenance operations, with appropriate supervisory experience.
3. An equivalent combination of directly related education and experience may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

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