

Title: Alternative Energy Coordinator
PG: 51
Status: Civil Service
Position Reports to: Director of Legislative and Regulatory Affairs
Department: Lakeland Electric

Class Code: 3822
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional work in the study and deployment of new energy producing technologies. This position monitors legislative and regulatory activities that may affect the utility's operations and researches appropriate actions when alternative energy sources are required or would contribute to more cost-effective operations of the utility. Responsibilities include creating solutions to existing and new requirements. The position operates within broad policy and organizational guidelines. The employee is required to do independent planning and to monitor and report his/her own activities. Performance is determined based on solutions generated and is reviewed through periodic conferences, meetings and reports.

ESSENTIAL FUNCTION:

1. Reviews legislative and regulatory activities related to the electric utility industry and recommends actions.
2. Writes business plans and proposals for alternative energy solutions based on sound research of legal, technical and financial information.
3. Researches renewable energy technologies and synthesizes information to make recommendations of initiatives that meet regulatory requirements as well as customers' needs.
4. Compiles and organizes data for administrative and public reports, bulletins, questionnaires and other documents; prepares moderately complex worksheets and tables from standardized raw data; makes varied arithmetical computations on material assembled.
5. Tracks, analyzes and recommends technologies that may be deployed in the future.
6. Assembles and conducts focus groups with co-workers and community representatives to build business ideas and formulate programs.
7. Researches MSW gasification technologies to solve power plant operational problems, meet renewable mandates and generate new revenues.
8. Manages solar thermal programs. This includes the dissemination of appropriate information, and design and implementation of pertinent programs and activities, to all affected managers/groups within the utility.
9. Serves as project manager of the on-line energy information service.
10. Establishes and maintains filing systems.

ADDITIONAL RESPONSIBILITIES:

1. Makes alternative energy presentations as member of Lakeland Electric's Speaker's Bureau.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of alternative energy solutions and ability to understand new alternative technologies as they become available.
2. Skill in developing comprehensive business plans and proposals.
3. Knowledge of the sources of technical information and literature and the methods of obtaining and using them.
4. Knowledge of municipal financing, capital expenditure accounting, and budgetary controls.
5. Ability to understand and use load calculations, engineering calculations, financial calculations, conversion tables and other mathematics in order to justify recommendations.
6. Knowledge and experience in the professional and businesslike communication and negotiation with outsource companies, material manufacturers, vendors, contractors, consultants, research institutes, government agencies and other utilities.

Title: Alternative Energy Coordinator

Class Code: 3822

PG: 51

Date: 09/08

Status: Civil Service

Position Reports to: Director of Legislative and Regulatory Affairs

Department: Lakeland Electric

7. Ability to provide creative solutions for new challenges regarding alternative energy.
8. Ability to write professional articles and make presentations related to alternative energy activities in Lakeland Electric.
9. Skill in the use of UMS, Microsoft programs: Word, Outlook, Excel, Power Point, Project and the internet for research purposes.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to prepare and maintain correspondence, reports, records and to perform routine office management details without referral to a supervisor.
12. Ability and willingness to establish and maintain effective working relationships with retail customers and local organizations.
13. Ability to prioritize work to meet time constraints.
14. Ability to safely operate a city vehicle.

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; routine keyboard operations.

The job risk exposure has 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. Graduation from an accredited four year (4) college or university with a major in mathematics, business, planning, marketing, engineering, or a closely related field.
2. Four (4) years of experience in related utility work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) 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. Must be able to attend meetings at locations other than primary work location.
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.