

**Title:** Power Quality Energy Management Coordinator  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Lakeland Electric

**Class Code:** 6353  
**Date:** 10/06

**GENERAL DESCRIPTION OF CLASS:**

This position is responsible for coordinating the purchasing and installation of power quality monitors at Lakeland Electric Substations, and surge protection and power quality solutions for commercial and industrial customers. This position plays a leadership role in working with our Account Managers and Diversified Services in researching, developing, and advertising new products and services to our customers. Other responsibilities include working with other groups in evaluating, negotiating, and managing business deals as well as designing and implementing marketing programs and evaluating their success.

**ESSENTIAL FUNCTIONS:**

1. Manages concerns as the single contact person with Account Managers on power quality, reliability and surge protection related issues.
2. Coordinates all power quality monitoring, sub-metering and surge protection project requests.
3. Coordinates and tracks the purchase of all hardware and software required for the power quality, sub-metering, and surge protection services.
4. Coordinates overall business management (advertising, promotion, publications, marketing, and sales) of power quality and surge protection products and services to customers.
5. Manages the sales process from technical specifications through procurement and implementation.
6. Generates and updates products and services financial spreadsheets.

**ADDITIONAL RESPONSIBILITIES:**

1. Coordinates the development of portfolio of strategies to effectively support and expand business products and services and attract customers.
2. Coordinates the development of business plans and associated service contracts to launch all potential business.
3. Develops product positioning, messaging, branding, and packaging.
4. Works with others to research and recommends the media best suited to sell specific products.
5. Provides back-up support in other areas as needed.
6. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of routine planning and methodology as they apply to sales and marketing.
2. Knowledge of surge protection and power quality, and their impact on customers.
3. Knowledge of computer applications as they apply to City wide business practices.
4. Ability and willingness to demonstrate good interpersonal skills.
5. Ability and willingness to communicate effectively with supervisor, subordinates, other City employees, and the general public both verbally and in writing.
6. Ability and willingness to be an avid learner, maintain a positive attitude, be committed to excellence and value teamwork, honesty and hard work.

**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 environment hazards.

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

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

1. Graduation from a four (4) year accredited college/technical school.
2. Two (2) years involvement in an environment requiring strong communication skills, interpersonal skills and project management skills.
3. Two (2) years experience with research, design and implementation of marketing programs.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must be able to attend meetings at locations other than primary work area.
3. Must be able to work additional hours in instances where necessary.