

**Title:** Fuels Manager  
**PG:** 76  
**Status:** Non-Civil Service  
**Position Reports to:** AGM Production  
**Department:** Lakeland Electric

**Class Code:** 2165  
**Date:** 06/09

**GENERAL DESCRIPTION OF CLASS:**

The Manager of Fuels is responsible for overseeing and directing all functions related to the various fuels burned in Lakeland Electric's generating units. Functions include but are not limited to develop specifications and bid documents; negotiate contracts and contract amendments; manage and control fuel transportation including gas pipeline, ocean shipping, river barging, train, and trucking; manage and control liquid and solid fuel inventories stored at plant sites; and natural gas fuel hedging.

**PRINCIPAL DUTIES:**

***Planning***

1. In cooperation with the AGM Production and others, plans and schedules fuels procurement on both a long-term and short-term basis to optimize the revenues and profits of the Production Division without compromising the efficiency, effectiveness, and reliability of power plant operations.

***Operations***

1. Under the direction of the Division AGM, negotiates and administers all long-term and short-term fuels sales and purchase agreements as needed.
2. Responsible for coordination of all rail activities including maintenance of owned and leased rail cars and power plant track facilities.
3. Responsible for the Purchase, scheduling and delivery of solid fuel to the Plant Site.
4. Responsible for the purchase and scheduling of natural gas to the Plant Sites on a daily and long term basis.
5. Monitor all fuel activities for compliance with contractual obligations as well as Division's Key Indicators.
6. Coordinate the development of business plans, sales strategies, and action plans for specific assignments and identified targets of opportunity.
7. Provide leadership and direction for participants from other divisions and departments in the implementation of business development strategies and tactics.
8. Coordinate activities with regional and statewide organizations engaged in fuels exchange for reliability and economy of service.
9. Oversee the development of the records and reports needed to accurately account for fuel procurement, transportation, and inventory control.
10. Participate in the Risk Oversight Committee (ROC) in topics related to coal/gas purchasing, hedging strategies, etc.

***Organization and Personnel***

1. Develop and recommend annual budgets, manpower plans, and staffing levels, as needed to carry out operating responsibilities, to the Division AGM for approval.
2. Recommend personnel and compensation actions for subordinates to the Division AGM for approval.
3. Establish standards for employee productivity and performance, monitor subordinates' results, and provide feedback and direction as needed to maintain individual and work group performance.
4. Develop and implement appropriate training programs and monitor the professional development of each employee within the subordinate work groups.

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***Outside Relationships***

1. Serve as Lakeland Electric's principal representative in all outside activities relating to fuels procurement and transportation.
2. Represent the utility, as directed by the Division AGM, in meetings with other organizations and keep the utility informed on state and national issues affecting the current and future business and operating practices of the utility.

***Reporting Relationships***

1. Reports to the AGM Production
2. Directly supervises personnel assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Theoretical and practical knowledge relating to fuels procurement and transportation, including tariffs and indices used in the purchase of coal, gas and oil.
2. Extensive knowledge of fuel composition and quality assurance methods.
3. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City 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, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS AND EXPERIENCE:**

1. Four (4) year degree from an accredited college or university in engineering, finance, or a related field. Masters degree in business administration is preferred.
2. A minimum of eight (8) years experience in natural gas and/or coal fuels procurement with at least three (3) years in a supervisory position.
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 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.