

Title: Manager of Special Projects
PG: 78
Status: Non-Civil Service
Position Reports to: Assistant General Manager Production
Department: Lakeland Electric

Class Code: 2242
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This managerial position is responsible for overseeing and directing all functions relating to a number of Special Projects being performed by the Product Division. The basic function is to provide leadership and direction needed for the effective planning, organization, and deployment of resources used in the different phases needed to achieve completion of these Projects.

ESSENTIAL FUNCTIONS:

1. Participates in Energy Supply Business Unit planning to assist in the establishment of standards, goals, and performance measures relating to existing and future power production facilities.
2. Oversees the planning and scheduling of work and assignment of personnel to supervise the implementation of Special Projects within the Production Division.
3. Supervises the engineers working within this Special Projects group.
4. Manages and participates in the design of additions and modifications to the energy supply system.
5. Participates in ongoing programs to improve the efficiency/environmental compliance of facilities through operational modifications and original equipment design.
6. Reviews and approves the requisitioning of the materials needed to complete projects under the management of his/her group.
7. May serve as Project Manager on major projects for the business unit as well as engineer of record for work impacting public safety.
8. Prepares and recommends budgets needed for the Special Projects area and participates in meetings to determine the utility's capital and operating budget requirements.
9. Maintains a current knowledge of standards, work methods, and technology available to improve the efficiency of power production operations and maintenance.
10. Recommends annual budgets, manpower plans, and staffing levels needed to carry out Special Projects responsibilities to the Assistant General Manager - Production for approval.
11. As directed by the Assistant General Manager - Production represents the utility in meetings with other utilities and keeps the utility informed on state and national issues, which could affect the current and future engineering practices of the utility.

ADDITIONAL RESPONSIBILITIES:

1. Establishes and enforces plant policies in conformance with direction from both Plant Managers
2. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

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 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 knowledge of engineering principles used in the design, construction, operation and maintenance of power production facilities and systems.

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2. Theoretical and practical knowledge of power production facilities construction and maintenance practices.
3. Thorough knowledge of economic evaluation of engineering alternatives. Considerable knowledge of interconnected power system theory.
4. Theoretical and practical knowledge of work force management systems and their application in the construction, maintenance, and engineering, of power systems.
5. Thorough knowledge of public safety concerns and occupational hazards associated with electric utility maintenance and operations.
6. Ability to communicate effectively both verbally and in writing.
7. Ability to establish and maintain effective working relationships with 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.
8. Ability/willingness to create and support a safe work environment.
9. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
10. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary and active work that involves walking or standing some of the time, exerting up to 20 pounds of force on a recurring basis, and routine keyboard operations, operation of City general purpose vehicles (automobile or pick up truck), some job duties may be performed in an office environment while other duties may require field work at various job sites.

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

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in engineering or closely related technical field.
2. Substantial experience in power system design, analysis and operations with appropriate time spent in supervisory positions.
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 be a registered Professional Engineer currently licensed to practice in Florida.
2. Must maintain City driving privileges/valid Florida driver's license.
3. Must maintain a valid contact phone number.
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.