

**Title:** Assistant GM – Energy Delivery  
**PG:** PB2  
**Status:** Non-Civil Service  
**Position Reports to:** Managing Director  
**Department:** Lakeland Electric

**Class Code:** 1087  
**Date:** 09/08

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

The Assistant General Manager - Energy Delivery is responsible for the coordination and direction of all functions pertaining to the planning, construction, maintenance and operation of the Lakeland Electric transmission and distribution systems. The basic function is to provide the leadership and direction necessary to ensure high quality, reliable cost effective and responsive energy delivery to clients and customers in a manner that ensures the profitability of the Business Unit.

### **PRINCIPAL DUTIES:**

#### ***Planning***

1. Develops long-range plans, objectives, strategies and policies for the Energy Delivery Business Unit and obtains the Managing Director's approval. Ensures that approved plans are implemented through the Department's budget process and is accountable for results.
2. Develops and implements a business strategy to remain competitive in the energy delivery business. Develops innovative revenue enhancement and cost containment programs to ensure the profitable operations of the Business Unit.
3. Develops and recommends system reliability criteria and performance standards. Plans for anticipated demands on system components and facilities to meet current and future demand and energy requirements. Develops material and equipment standards for system design in accordance with established reliability criteria.

#### ***Operations***

1. Serves as a member of the Managing Director's executive management team. As a member of the team, provides leadership in the development of Lakeland Electric's overall objectives, goals and performance measures and assists in the resolution of inter-departmental disputes.
2. Directs the activities of the Energy Delivery Business Unit including planning, construction, operation and maintenance of the Lakeland Electric transmission and distribution systems in accordance with agreed upon action plans and objectives, and measures the performance of the unit against standards established relating to its operations.
3. Provides for the acquisition of easements, rights-of-way and other lands that are needed for the operation of Lakeland Electric and other City departments.
4. Provides for an adequate employee safety training program and oversees program implementation and administration.
5. Coordinates planning and operating activities with other Business Unit Directors and the Directors of major Lakeland Electric support organizations to ensure that overall Lakeland Electric business objectives are met.

#### ***Organization and Personnel***

1. Recommends annual budgets, manpower plans, and staffing levels needed to carry out operating responsibilities to the Managing Director for approval.
2. Recommends personnel and compensation actions for subordinates to the Managing Director for approval.
3. For management development and succession planning purposes, may be asked to perform the duties of other Business Unit Directors on a part-time or rotational basis with no adjustment in salary grade or compensation level.

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### ***Outside Relationships***

1. As directed by the Managing Director, represents Lakeland in industry groups and associations, and local service organizations in matters relating to planning and operation of the electric delivery system.
2. Directs the negotiation of contracts with outside entities to obtain essential products and services on a competitive basis.

### ***Reporting Relationships***

1. Is appointed by and reports to the Managing Director.
2. Directly supervises the managers or supervisors of System Operations and Reliability, Substation Operations, Energy Delivery Engineering, T&D Construction and Maintenance, and Business Operations.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Theoretical and practical knowledge of electric distribution system planning and operations. Theoretical and practical knowledge of business, finance and utility management practices.
2. Ability to plan and direct multiple and complex business functions in a dynamic political environment.
3. Effective negotiation, presentation, interpersonal and written and oral communications skills.
4. Ability to establish and maintain effective working relationships and provide leadership to create 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 traffic, 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 AND EXPERIENCE:**

1. A Four (4) year degree from an accredited college or university in engineering, business administration or a related field. Appropriate professional certification and a master's degree in business administration are preferred.
2. Ten (10) years of progressively responsible experience, with at least five (5) years of management experience in the public utilities industry, and five (5) years as head of an organizational unit with responsibilities for electric systems planning, operations, construction or maintenance.
3. An equivalent combination of directly related education and experience may be substituted.
4. Must be willing and able to work the schedule necessary to meet the requirements of the position.
5. Completion of City University Level three (3) or completion within twelve (12) months.

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**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.