

Title: Supervisor of WFM/Projects
PG: 69
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 2277
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This supervisory position is responsible for planning, organizing, coordinating and supervising the work order planning, scheduling and reporting activities of the Work Force Management section, made up of schedulers, maintenance coordinators, material planners and office personnel. Assignments are received in broad outline and require independently organizing work, formulating technical policies within assigned specialty and monitoring work to ensure efficient and effective operation of the group. Employee in this position is responsible for preparing the budget for their section and in setting priorities in accordance with the corporate strategic plan. Work is evaluated by an administrative superior for overall effectiveness and attainment of objectives within the assigned function. This is a highly responsible project management and supervisory position, which includes directing long and intermediate range projects and outage management and planning for all Lakeland Electric Power Plants – a combination of large multi-unit, multi-fuel steam and combined cycle electric generating facilities.

ESSENTIAL FUNCTIONS:

1. Supervise the planning and coordination of outages and projects for all Lakeland Electric generating facilities using latest techniques and procedures. Identifies and monitors the critical path schedule for each outage and project.
2. Oversees the coordination and task assignments for planning personnel, performs field inspections, approves, writes and administers contracts and specifications as assigned and directs work of contractors or consultants when needed.
3. Ensures the post project review of documentation, service engineer reports and previously completed work orders, in a timely manner.
4. Develops long and short-range personnel and line item budgetary needs for outages and projects.
5. Ensures the proper tracking of outage and project expenditures to adhere to budgeted resources using spreadsheet and general ledger software.
6. Responsible for creating and controlling the annual O&M outage budget for all Lakeland Electric generating units.
7. Assists in developing five (5) year O&M, and capital budgets using historical and financial data for each generating unit outage
8. Develops five (5) year outage schedule for all Lakeland Electric generating units and coordinates as needed with the power pool.
9. Oversees the scheduling of meetings with representatives from all groups both within and outside of Production to review outage and project schedules, plans, requirements, interfaces and responsibilities.
10. Monitors all outage and project activities as necessary to meet the schedule and reports status to Plant Management.
11. Utilizes various scheduling software packages (including Primavera) for creating and tracking outage and project schedules to ensure compliance with the critical path activities.
12. Oversee and manages the planning and scheduling of all Work Orders throughout the year. Including the creating of reports to monitor the Work Order backlog and variance between schedule work to actual work accomplished.
13. Responsible for monitoring the Work Order Process to ensure compliance with established procedures.
14. Directs work planning and scheduling, including manpower forecasting and budgeting requirements.
15. Develops standards to be used by the section.
16. Ensures all work is completed in compliance with safety regulations
17. Ensures all projects and work orders are completed within the planned schedule and budget.

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18. Ensures proper records are maintained in accordance with the division standards.
19. Ensures that the work management system tables are accurate and updated with information as it relates to contract employees and crafts.
20. Makes recommendations for the improvement of the work management system (currently Maximo).

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of multi-fueled power plant operation and maintenance practices and principles of steam production and electrical generation.
2. Thorough knowledge of generation plant equipment and their associated repair methods.
3. Knowledge of tagging and safety procedures.
4. Knowledge of Project Management Methodologies.
4. Knowledge of the use of computers for historical equipment trending analysis and work schedule efforts to develop long and short range plans for equipment in multi-fuel steam electric generating plant.
5. Knowledge of basic accounting procedures for line item budgeting and the ability to administer projects within budget.
6. Demonstrates written and verbal communication skills and submits detailed plans or reports to plant management.
7. Ability to supervise and lead subordinates or directs others and makes decisions to achieve optimum efficiency from their efforts.
8. Ability to communicate with technical, craft, management personnel and consultants and establish and maintain effective working relationships with all levels of supervision, staff, other city personnel and outside contractors.
9. Ability to properly utilize City of Lakeland procurement, requisition and purchasing policies and procedures.
10. Ability to use software to analyze work management system errors as related to data integrity.

WORKING ENVIRONMENT/CONDITIONS:

The job requires some physical work that involves walking, balancing, climbing ladders and stairs, climbing through manways, crawling, stooping, kneeling, stretching, reaching, pushing, pulling, crouching, bending or standing some of the time, exerting up to 40 pounds of force on a recurring basis, lifting up to 50 pounds, routine keyboard operations, operation of City vehicles.

Work may include fieldwork as required at various job sites as well as to perform job duties in an office, power plant, railcar repair shop and outside environment.

The job risks exposure to extreme noise levels, dusts, pollen, bright/dim light, extreme cold/heat, wet or humid conditions, fumes, noxious odors, extreme heights, chemical, biological, electrical and mechanical hazards. Employee may also have frequent exposure to the general hazards of the industrial working environment and construction sites.

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

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Four (4) year degree from an accredited college in business administration, management or other technical field related to engineering and seven (7) years of experience in supervising the operation and/or maintenance of a large multi-fuel steam electric generating station..

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2. An extensive working knowledge of all operational and maintenance practices, power plant equipment and plant systems.
3. Thorough knowledge of various software packages used in the documentation; cost tracking and analysis of projects and daily maintenance work orders.
4. Ability to create reports using SQL and other modern interrogation software that assist with work management system error analysis.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to attend meetings at locations other than primary work location.
4. May be required to pass and maintain quality for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
5. 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.