

**Title:** Maintenance & Services Engineering (MSE) Supervisor

**PG:** 64

**Status:** Civil Service

**Position Reports to:** Manager of Engineering

**Department:** Lakeland Electric

**Class Code:** 3157

**Date:** 12/08

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

This is a technical, supervisory engineering position that is responsible for planning, organizing, coordinating, designing, documenting, scheduling and implementing various programs, including major electric system maintenance and upgrades, single phase service installations, annual Public Service Commission (PSC) required pole inspection and treatment contracts, maintains Pole Asset Database current and accurate, resolve PSC agency National Electrical Safety Code violations, and accomplish City and County roadway lighting and customer area lighting programs. This position is responsible for supervision of Maintenance and Services Engineering Group (MSE Group), made up of highly trained Engineering Technicians. Work normally requires the supervision of technical personnel and cooperation with other government entities, developers and builders. Assignments are received in broad outline form from various sources, internal and external to the organization, and require independently organizing the work, formulating and conveying technical policies to staff and the entities requesting services or project support, and monitoring of work to ensure efficient, reliable and effective operation of the workgroup. Employee in this position is responsible for preparing the budget for their section and in setting priorities in accordance with LE guidelines and specific submitted project requirements. Work is evaluated by an Engineering Manager for overall effectiveness and attainment of objectives within the assigned function.

### **ESSENTIAL FUNCTIONS:**

1. Serves as engineering technical supervisor, directing and controlling all projects and assigning work activities to the appropriate staff.
2. Serves as primary contact who manages the Pole Attachment Program per City Ordinance and LE procedures.
3. Ensures staff personnel receive required training both technical and safety, for the work place.
4. Provide Project Management duties for projects related to the MSE Group.
5. Coordinates assigned functions and activities for this section by maintaining proper communications with other departments, divisions and workgroups and outside agencies.
6. Provides technical guidance for work assigned and delegates responsibility to technicians.
7. Directs work planning and scheduling, including manpower forecasting and budgeting requirements.
8. Develops standards and processes to be used by the section staff and supervises established guidelines for interactions with Developers, Builders and Contractors.
9. Ensures all projects and work orders are completed within the planned schedule and budget
10. Ensures proper records are maintained in accordance with COL and LE standards.
11. Participates in design and analysis as needed
12. May assist other divisions and City departments on cross-departmental projects and studies.

### **ADDITIONAL RESPONSIBILITIES:**

1. Ensure that the MSE Group maintains current knowledge of available technologies related to LE's Lighting systems, Distribution and Transmission systems, and maintain the technical skills required to implement those systems in a cost effective manner.
2. Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES:**

1. 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,

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addressing performance/safety issues), recognizing and regarding performance and issue resolution within the work group, in accordance with policies and laws.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of financial policies and procedures needed for controlling the budget.
2. Extensive knowledge of Distribution and Transmission Systems, computer systems, engineering design software, fundamental and applied engineering sciences, principles and practices.
3. Extensive skill in the use of engineering and mathematical references and tables, charts and computer equipment required for the assigned work.
4. Extensive knowledge of Reliability Design, Transfer Schemes and standard distribution designs.
5. Knowledge of COL Pole Attachment Ordinance and COL Lighting Programs.
6. Extensive knowledge of project expenditures and budgetary cost controls.
7. Ability to establish and maintain effective working relationships with supervisor, co-workers, subordinates, consultants, other utilities, other City employees, Developers, Engineering Firms and the general public.
8. Ability to understand, follow and/or transmit complex oral and written instructions.
9. Ability to be a self-starter, self-motivated, detail oriented, and team player, and the ability to be able to carry out assignments independently.
10. Ability to direct others in the management of multiple projects simultaneously and in a proficient manner, while maintaining schedule flexibility as needed.
11. Ability to plan and direct the work of junior grade or highly experienced technicians.
12. Ability to direct project development.
13. Sufficient skill in evaluating the cost benefits and reliability of designs.
14. Ability/willingness to create and support a safe work environment.
15. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
16. 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 30 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 outdoor job sites.

The job risks exposure on rare occasions to electrical or mechanical or chemical hazardous conditions and occasional exposure to extreme noise levels, dust, pollen, bright/dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors and heights.

The job requires normal visual acuity, 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 in a technical field.
2. Minimum four (4) years experience as Engineering Technician IV – LE, or minimum eight (8) years of directly related experience in an electric utility transmission and distribution technical position. Minimum of one (1) year of experience in supervision.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

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**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid phone number.
3. May be required to attend meetings at locations other than primary work location.
4. Must be able to work out of town for extended periods of time.
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.