

Title: Manager of Substation Operations
PG: 78
Status: Non-Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 2163
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The Manager of Substation Operations is responsible for overseeing and directing all functions relating to the, engineering, construction, maintenance and operation of electric substations. The basic function is to provide the leadership and direction needed for the effective planning, organization and deployment of resources used in connection with substation engineering, construction, and operations.

ESSENTIAL FUNCTIONS:

1. Participates in energy delivery business unit planning to assist in the establishment of construction standards, goals, and performance measures relating to the design, construction and maintenance of the electric system.
2. Oversees the planning and scheduling of work and assignment of personnel to improve the efficiency of substation engineering, construction, and maintenance operations.
3. Supervises the T&D Supervisors responsible for substation construction and maintenance and Engineering Supervisors responsible for substation and relay applications engineering.
4. Prepares and recommends budgets needed for substation maintenance and construction and participates in meetings to determine the utility's capital and operating budget requirements.
5. Maintains a current knowledge of construction standards, work methods, and technology available to improve the efficiency of construction and maintenance operations. Develops policies, methods and procedures for the safety of personnel and efficiency of division operations.
6. Establishes work force management systems and reviews reports to support changes in work methods, and changes in crew size, make-up, and personnel needed to maintain worker productivity.
7. Recommends annual budgets, manpower plans, and staffing levels needed to carry out operating responsibilities to the Business Unit Director for approval.
8. Recommends personnel and compensation actions for subordinates to the Business Unit Director for approval.
9. Establishes standards for employee productivity and performance and monitors results.
10. Develops and implements appropriate employee training programs and monitors the professional development of employees in the work unit.
11. As directed by the Business Unit Director, 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 construction and maintenance practices of the utility.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Theoretical and practical knowledge of electric distribution system and substation engineering, construction and maintenance practices.
2. Theoretical and practical knowledge of work force management systems and their application in the construction and maintenance of electric substations.
3. Thorough knowledge of public safety concerns and occupational hazards associated with electric distribution system construction, maintenance and operations.
4. Ability to establish and maintain effective customer relations and address customer related issues in a positive manner.
5. Ability to communicate effectively both verbally and in writing.

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6. Ability to establish and maintain effective working relationships with supervisors, co-workers, and technical, skilled, and semi-skilled employees 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, 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 in electrical engineering.
2. Ten (10) years of combined experience in substation or electric system engineering, construction, maintenance operations, with at least five (5) years 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 possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must be a Registered Professional Engineer currently licensed to practice in Florida.
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.