

Title: Supervisor of Chemical Process Control
PG: 73
Status: Civil Service
Position Reports to: Designated Manager
Department: Lakeland Electric
Division: Energy Production

Class Code: 2261
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This supervisory position is responsible for planning, organizing, coordinating and supervising the operation, budgeting, testing, and performance of the power plant chemical process control section within Energy Production. This section is responsible for managing, testing, and operation of all chemical and environmental processes within the power plants. Work normally requires the supervision and direction of operations and laboratory personnel in the operation of equipment related to boiler water make-up, cooling tower circulating water, process wastewater treatment and discharge, flue gas desulphurization, quality assurance of ash and gypsum for disposal or sale, and all related laboratory testing needs required to support these operations and environmental compliance. 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.

ESSENTIAL FUNCTIONS:

1. Serves as chemical process control section supervisor, directing and monitoring of the chemical process control programs and assigning work activities to the appropriate staff.
2. Ensures personnel receive required training, both technical and safety, for the work place.
3. Coordinate assigned functions and activities for this section by maintaining proper communications with other departments, divisions, work groups, and outside agencies.
4. Provides technical guidance for work as needed.
5. Directs work planning and scheduling, including manpower forecasting and budgeting requirements.
6. Develops testing and process standards to be used by the section.
7. Ensures all work is completed in compliance with safety and environmental regulations.
8. Ensures all projects and work orders are completed within the planned schedule and budget.
9. Ensures proper records are maintained in accordance with environmental, safety, and division standards.
10. Ensures required reports are submitted to management and other work groups in accordance with planned schedule.
11. Participates in design and analysis as related to chemical system process changes.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

1. Assumes supervisory responsibilities such as employee work assignments, performance appraisals, and addresses business and personnel difficulties for the chemical process control section.
2. Supervises various operations personnel, laboratory technicians, and trades personnel in the control of chemical processes and environmental compliance testing. Also directs outside contractor's personnel in the control of water chemistry for boilers, circulating water, and process water systems.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of financial policies and procedures needed for controlling the budget.
2. Extensive knowledge of fundamental and applied chemical/laboratory sciences, principles, and practices.
3. Extensive skill in the use of chemical/laboratory references and tables, charts, and computer based laboratory test equipment required for testing and reporting on chemical and environmental processes in the power plant environment.
4. Extensive knowledge of various sources of technical information and safety requirements related to power generating facilities.
5. Considerable knowledge of permit compliance requirements for City, County, State, and Federal agencies.
6. Extensive knowledge of standard laboratory principles, quality control, techniques, terminology, equipment, materials, and safety precautions.
7. Extensive knowledge of regulatory requirements related to laboratory operations.
8. Extensive knowledge of analytical chemistry and strong background in environmental sciences.
9. Extensive Knowledge of laboratory data quality assurance and quality control methods and practices including the Florida Department of Environmental Protection "NELAC" certification, testing and reporting requirements.
10. Thorough knowledge of apparatus and techniques used in field collection and testing for pollutants in surface and ground water samples.
11. Highly capable of establishing and maintaining effective working relationships with supervisor, co-workers, subordinates, consultants, other utilities, other City employees and the general public.
12. Extensive knowledge in the process of establishing contracts for the procurement of goods and services.
13. Highly proficient in reading, understanding and interpreting, plans, specifications, technical reports, and engineering drawings.
14. Capable of instructing others in the performance of routine technical computations, making estimates, compiling statistical information, and performing analysis.
15. Highly capable of understanding, following, and/or transmitting complex oral and written instructions.
16. Highly capable self-starter, self-motivated, detail oriented, a team player and to be able to carry out assignments independently.
17. Highly capable of directing others in the management of multiple tasks simultaneously and in a proficient manner, while maintaining schedule flexibility as needed.
18. Capable of planning and directing the work of subordinate chemists, technicians and operations personnel.

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 and or 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.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a Bachelor of Science degree in chemical engineering, chemistry, or a closely related field.
2. Eight (8) years of experience in related chemical process and laboratory work in an industrial facility. Experience with Utility Boilers and Related Systems preferred.
3. An equivalent combination of education and experience which 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.