

**Title:** Power Production Projects Coordinator  
**PG:** 65  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Lakeland Electric

**Class Code:** 2110  
**Date:** 09/09

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

This is highly responsible supervisory and technical work in directing long and intermediate range projects and outage planning at McIntosh and Larsen Power Plants - a large multi-unit, multi-fuel steam electric generating facility.

### **ESSENTIAL FUNCTIONS:**

1. Evaluates and coordinates outage and project planning for all units at McIntosh and Larsen Power Plants using latest techniques and procedures. Identifies and implements improvements in determining the contract labor and special equipment needs along with the critical path for each project.
2. Plans, assigns and reviews all tasks of outage and project planning personnel, performs field inspections, approves, writes and administers contracts and specifications as assigned and directs work of contractors or consultants when needed.
3. Reviews documentation, service engineer reports and previously completed work orders for the post outage results and reports in a timely manner.
4. Develops long and short-range personnel and line item budgetary needs for outage and projects.
5. Tracks outage and project expenditures to adhere to budgeted resources using spreadsheet and general ledger software.
6. Develops five (5) year operations and maintenance, and capital budgets using historical and financial data for each unit for outages.
7. Makes recommendations concerning alterations and improvements to the plant. Reviews blue prints, drawings, plans, and specifications relating to installation and repair of plant equipment.
8. Develops and approves pre-outage unit shutdown and post-outage unit startup procedures intended to minimize outage efforts and unit down time.
9. Schedules and conducts meetings with representatives from all groups on site to review outage and project schedules, plans, requirements, interfaces and responsibilities.
10. Directs all outage and project activities as necessary to meet the schedule and to report status to Plant Management.
11. Keeps employees informed of city, department, group and division policies.
12. Utilizes EDP equipment for outage and project scheduling and tracking using scheduling and spreadsheet software.
13. Responsible for the administration of the annual labor contract (currently with PPM). Approves any and all new hires that fall under this contract. Tracks the cost of weekly expenditures as they relate to projects and personnel.
14. Creates reports, using multiple types of software, for review by management.
15. Insures that the work management system tables are accurate and updated with information as it relates to contract employees and crafts.
16. 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.

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3. Knowledge of tagging and safety procedures.
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:**

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, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Two-year degree in business administration, management, or other technical field related to engineering preferred and seven (7) years of experience in supervising the operation and/or maintenance of a large multi-fuel steam electric generating station.
2. An extensive working knowledge of all operational and maintenance practices, power plant equipment and plant systems.
3. Thorough knowledge of EDP software 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 work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.
4. Will work overtime as necessary to maintain required plant operations.