

**Title:** Fuels Coordinator

**PG:** 60

**Status:** Civil Service

**Position Reports to:** Manager of Business Development/Fuels

**Department:** Lakeland Electric

**Class Code:** 3055

**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is skilled technical and administrative work in providing for the procurement and transportation of fuels to the power plants. An employee in this class is also responsible for the supervision of others within the fuels coordination activity. Work is performed with independence under the general direction of the Manager of Business Development and Fuels. Work is reviewed through written reports, conferences and overall effectiveness of the areas of responsibility.

**ESSENTIAL FUNCTIONS:**

1. Maintains daily contact with various transportation modes and acts as liaison between power plants and transportation personnel.
2. Makes recommendations to supervisor as to the amount of fuel to be procured, the length of both fuel and transportation contracts and system fuel inventory levels.
3. Supervises the coordination of the railcar fleet and repair shop activities, which includes the scheduling of maintenance for railcars, power plant track and railroad crossings.
4. Supervises the procurement of both No. 6 oil and No. 2 oil.
5. Coordinates the payment of all invoices related to the Fuels Section.
6. Monitors the cost of fuel transportation and makes recommendations for modification of equipment and/or contractual arrangements.
7. Supervises the coordination of all fuel related quality analysis to insure compliance with corresponding fuel contracts.
8. Maintains necessary records and reports pertaining to fuels and transportation.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of fuels, such as coal, natural gas, No. 6 oil and No. 2 oil, and the ability to transport same.
2. Knowledge of transportation facilities used in coal, natural gas, petroleum coke and oil transportation including barges, railroad, tankers, pipelines, port facilities, etc.
3. Skill in the use of various computer software programs. (Excel, Microsoft Word, etc. preferred)
4. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
5. Ability to carry out administrative and supervisory details independently and conduct correspondence without review.
6. Ability to perform technical computations; to make estimates and compile statistical data.
7. Ability to communicate effectively and concisely, orally and in writing.

**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, 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 taste, sense of smell, depth perception, and texture perception.

**Title:** Fuels Coordinator

**PG:** 60

**Status:** Civil Service

**Position Reports to:** Manager of Business Development/Fuels

**Department:** Lakeland Electric

**Class Code:** 3055

**Date:** 09/08

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

1. Graduation from an accredited four (4) year college or university with a degree in finance, business or engineering fields.
2. Four (4) years of experience in a responsible position in the field of fuels procurement and fuels transportation.
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 one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must be willing and able to maintain a valid telephone.
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.