

**Title:** Energy Production Qualification Program Supervisor  
**PG:** 65  
**Status:** Civil Service  
**Position Reports to:** Production Manager  
**Department:** Lakeland Electric

**Class Code:** 09/09  
**Date:** 10/01/2008

**GENERAL DESCRIPTION OF CLASS:**

The Energy Production Qualifications Program Supervisor is responsible for administration, development, coordination, oversight, and documentation and reporting of all training and qualification certification provided for the Division's employees as related to practices, procedures, and techniques necessary for the best-quality process control and completion of work activities as related to the operation and maintenance of power generation equipment and systems.

**ESSENTIAL FUNCTIONS:**

1. Participate in the Division's processes to plan, develop, and establish effective standards, processes, goals, and performance measures related to power generation work.
2. Participate in development of annual training goals (skills and knowledge development or enhancement, career development or progression, and personal development) for each employee.
3. Participate in the preparation and recommendations of budgets needed for training and qualification requirements of the Division's employees.
4. Identify and implement appropriate employee training programs for the professional development, qualification, and certification of employees within Energy Production.
5. Develop and implement appropriate monitoring and reporting programs for all training provided to each business unit employee.
6. Oversee and coordinate the planning, scheduling, execution, and evaluation of performance training and knowledge/skill qualification for all Operation and Maintenance personnel working on power generation equipment and systems at three separate power plant locations.
7. Serve as the liaison with the City Safety Officer and Director of Training and Workforce Development to coordinate, schedule, facilitate, and document mandatory training provided by their respective business units.
8. Establish and review management reports regarding effective employee work process qualification and performance.
9. Represent the utility in meetings with other utilities or organizations and keep the utility informed on local, state, and national issues that could affect the current and future operating and maintenance practices of the Division.
10. Report to the Production Manager.

**ADDITIONAL RESPONSIBILITIES:**

1. Prepare and maintain training records and reports.
2. Administrate on-line training programs related to job qualifications.
3. Administrate class and field instruction related to job qualifications.
4. Identify, develop, or update training materials for classes and self-study related to job qualifications.
5. Identify, develop, or update procedures, check sheets, and qualifications program for Maintenance and Operations personnel.
6. Identify, develop, or update simulation-training scenarios and use simulator equipment to evaluate knowledge and proficiency of Operations' personnel.
7. Identify, develop, or update and provide orientation training for new employees.
8. Stay informed and current with plant operating and maintenance practices.
9. Fill in as Operations Foreman when needed.
10. Perform related work as required.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of adult learning concepts and human behavior.
2. Knowledge of the operation and maintenance associated with multi-fueled and varied types of power generation units including associated processes and systems.
3. Knowledge and ability to develop Operator Qualification Check sheets for the operator areas of the plants.
4. Knowledge of the Division's safety polices: Hot Work, Red Tag, etc.
5. Knowledge of the budgeting process.
6. Skill in organizing record and data archives, organizing training programs and classes, and organizing competing resource and scheduling demands.
7. Skill in researching, collecting and interpreting data, and performing needs analysis.
8. Skill in the use of computers and software, audio-visual equipment, and other training tools as appropriate.
9. Skill and proficiency in the use of Microsoft Word and Excel software.
10. Skill in the use of Maximo software.
11. Ability to establish and maintain effective working relationships with supervisors, co-workers, and a large staff of technical, skilled and semi-skilled employees, other City employees and the general public.
12. Ability to communicate effectively both verbally and in writing, including making presentations to groups.
13. Ability to physically perform the tasks involved in setting up the learning environment, demonstrating the tasks to be learned, and assisting learners, as needed.
14. Ability to accommodate a flexible work schedule as needed for the training of personnel working on five different rotating shifts.
15. Ability to develop, plan, schedule (with the different shifts working at multiple plant locations), and deliver effective training programs or classes.
16. Ability to think logically and creatively.
17. Ability to learn new and/or more advanced technologies associated with upgrades or replacements of equipment, processes, and control systems related to power generation.
18. Ability to effectively maintain records and prepare reports.
19. Ability to readily learn new computer software applications.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires mostly sedentary work that involves walking or standing some of the time, lifting 10 pounds on a recurring basis and up to 100 pounds on an occasional basis, and routine keyboard operations.

The job risks include exposure to traffic, electrical voltage, heights, pollen, dusts, noxious fumes, toxic chemicals, extreme cold/hot temperatures, adverse weather conditions, bright/dim light, and loud noise.

The job requires normal hearing, speaking, visual perception, field of vision, color perception, depth perception, sense of smell, and texture perception.

**QUALIFICATIONS AND EXPERIENCE:**

1. Must have two (2) or more years experience working as a Power Production Foreman.
2. Ten (10) years of combined experience in electric power production operations.
3. High school diploma
4. An equivalent combination of education and experience which is directly related to the specific requirements of the incumbent's training assignment may be substituted.
5. Safety training including Ammonia Hazwoper Training and Emergency Response Team Training.

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6. 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 telephone number.
3. Must be willing to work some flexible hours to meet the needs of this position and specific job functions.
4. POWER OPERATIONS (McIntosh) - Must complete the required training courses for Power Production Foreman/Operations.
5. May be required to pass and maintain qualification for:
  - a. Respiratory Protection Physical
  - b. Pulmonary Function
  - c. Qualitative and Quantitative Fit Test(s)
6. 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.