

Title: Utilities Resource Coordinator
PG: 60
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 2081
Date: 10/06

GENERAL DESCRIPTION OF CLASS:

This is a staff position responsible for scheduling and coordinating construction, maintenance, and operations personnel of various crafts and contract personnel in the Electric Utility Department. The employee in this classification is responsible for pre-scheduling of work, outages, and special equipment based on work orders and time estimates. The employee works under the general supervision of an Energy Supply Operations Manager and the work is reviewed through conferences and regular reports.

ESSENTIAL FUNCTIONS:

1. Coordinates and schedules jobs to include necessary crews and equipment to accomplish work safely and efficiently within allocated project completion time.
2. Assures that each project or maintenance request has been field-checked for proper design, other utility conflicts, material availability, special equipment needs and overall site readiness.
3. Maintains a backlog and schedule of information on the status of each project.
4. Assists in long-range planning and scheduling coordination with Engineering, System Control, and operating supervisors.
5. Completes the daily, weekly, and monthly reports which identify productivity delays and backlogs.
6. Works closely with supervisors in the solving of daily problems of personnel, equipment assignment, and evaluation of completed work.
7. Prepares administration reports, assists in the preparation of budgets, and assists division management as required.
8. Coordinates the development, operation, and analysis of preventive maintenance programs through development of preventive maintenance plans for critical equipment.
9. Incorporates preventive maintenance work into the planning and scheduling of equipment and programs designed to control work orders, inventories, and equipment records.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the tasks, standards, and procedures associated with the construction, maintenance, and operations activities of an electric utility substation.
2. Extensive knowledge of the equipment and materials used in electric utility substation.
3. Extensive knowledge of and the ability to apply basic concepts and principles of planning and scheduling in the assignment of appropriate manpower and equipment to the work required to achieve optimum utilization of resources.
4. Extensive knowledge of procedures and support activities of Work Force Management Systems including task definition, planning, scheduling, control, and evaluation of work in the maintenance, construction, and operation activities of an electric utility substation.
5. Thorough knowledge of safe work practices and safety rules.
6. Thorough knowledge of the operation of computer hardware and software related to project and work force management.
7. Ability to visualize job content before accomplishment and to project this work into orderly sequence of operations.
8. Ability to exercise a high degree of judgment in applying job estimates to utility operations.
9. Ability to apply these techniques and develop Work Force Management Programs in clerical, professional, and administrative areas.

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10. Ability to establish and maintain effective working relationships with all levels of supervision and other staff members.

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. High school diploma or its equivalent.
2. Four (4) years of work experience in electrical construction and maintenance trades including the planning and scheduling of projects and two (2) years minimum experience as a foreman.
3. 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.