

**Title:** Energy Management System Analyst  
**PG:** 60  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Lakeland Electric

**Class Code:** 2207  
**Date:** 09/08

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

This is highly responsible and specialized technical position dealing with the Lakeland Electric Energy Management System (EMS), data processing development and other on going needs. The position is responsible for providing technical services to the development, operation and maintenance of complex computer systems, programs and applications. Under general supervision, the employee has considerable latitude for independent judgment in coordinating systems and applications. An employee in this classification is responsible for the testing, implementation, upgrades and quality control of all programming work which affects the EMS system and other assigned systems. Work is reviewed by effectiveness of project completion conformance to established goals and policies and review of accomplishments.

### **ESSENTIAL FUNCTIONS:**

1. Provides technical service in the development, design, operation and maintenance of the Energy Management System.
2. Schedules and manages projects and/or programs as required.
3. Maintains proper operation of Oracle databases in the Energy Management System.
4. Reviews the performance and design of communication networks and software and recommend security procedures or other the techniques necessary to safeguard the integrity of data or software.
5. Reviews Data Services Requests (DSR's) for data from the Energy Management System and makes recommendations regarding the feasibility of implementation and acceptability, at the departmental or City-wide level.
6. Implements and maintains and manages the data interface into the EMS system.
7. Plans, develops and tests programs, procedures and instructions relating to the elimination of errors as they relate to the City's hardware and software need and requirements.
8. Prepares and maintains the necessary records, reports, and documentation.
9. Performs programming and software design, development, testing and deployment.

### **ADDITIONAL RESPONSIBILITIES:**

1. May participate in the preparation of the annual budget by preparing purchase, maintenance and other cost information for inclusion.
2. Performs related work as required

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of real-time control systems, development of database objects and HMI display development.
2. Extensive knowledge of computer software and hardware, management information systems and anticipated developments in automation technology.
3. Ability to learn the operation of the City, its departments and their functions.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to interact and maintain effective relationships with supervisors, subordinates and other employees to accomplish the required tasks.
6. Working knowledge of Windows, UNIX, Oracle, SQL databases and AutoCAD.
7. Ability to be a self-starter with a strong willingness to learn in a challenging work environment.
8. Ability to stay abreast of new technology and apply it to meet the City's future needs.
9. Strong object modeling and analytical skills.
10. Familiarity with current programming languages such as C/C++, FORTRAN and VBA.

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**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. Graduation from an accredited four (4) year college or university with a degree in business administration, computer science or a closely related field.
2. Four (4) years of responsible experience in the field of Energy Management Systems or other real-time control systems, including computer hardware, programming and system design.
3. An equivalent combination of education and experience, which is directly related to the foregoing specific requirements, may be substituted.
4. Must be familiar with UNIX (IBM AIX), Oracle and Windows administration and operations.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid contact phone number.
3. Must be able to attend meetings at locations other than primary work area.
4. 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.