

Title: Manager of Electric System Compliance
PG: 78
Status: Non-Civil Service
Position Reports to: General Manager of Lakeland Electric
Department: Lakeland Electric

Class Code: 2290
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This highly specialized position is responsible for the development, implementation, and maintenance of an effective Electric System Compliance Program for Lakeland Electric (LE). The Compliance program will be focused on compliance with FERC, NERC, and FRCC Reliability Standards. Environmental compliance is not a responsibility of this position. This position has direct access to the General Manager of Lakeland Electric for all compliance matters requiring senior management decision and support. Position supports Lakeland Electric Divisions in identifying, assessing and managing electric compliance activities. Implements and administers system to ensure timely reporting of all electric system compliance activities. Implements and maintains a process to ensure that all required FERC, NERC, and FRCC reports are prepared and submitted as required by the Reliability Standards, coordinates internal compliance audits. Position serves as the primary interface with legal counsel for electric compliance issues. Position is responsible for coordination with the General Manager and preparing and submitting any self-reporting of a compliance violation.

ESSENTIAL FUNCTIONS:

1. Develops, communicates, implements and oversees policies and procedures to ensure that Lakeland Electric staff and systems are compliant with the applicable Standards. Track changes in laws, regulations, standards, requirements and procedures which are applicable to the electric industry. Recommends modified policies and procedures to maintain compliance. Communicates changes to Lakeland Electric management and staff.
2. Develops and implements strategies and procedures to assure training and certification in NERC/FRCC compliance requirements with applicable Standards. Oversees the maintenance of records of training and certification activities.
3. Assists LE divisions in establishing process, policies and metrics as required by reliability standards and LE.
4. Leads LE team in preparation for any compliance and readiness audits of LE.
5. Schedules and coordinates periodic internal LE compliance audits.
6. Makes periodic reports of compliance metrics to General Manager and the LE Executive team.
7. Notifies appropriate division manager of compliance concerns.
8. Continually updates knowledge and remains current with respect to electric compliance matters in the electric industry.
9. Keeps LE divisions informed of any new compliance activities and standards or standard changes.
10. Continually monitors LE compliance program.
11. Participates in NERC and FRCC committees as appropriate.
12. Participates in NERC and FRCC compliance audits of other utilities as appropriate.

ADDITIONAL RESPONSIBILITIES:

1. Participation in training and meetings at out of town location, which may require overnight stays.
2. Participates in any variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements and policies.
3. Performs related work as required.

Title: Manager of Electric System Compliance
PG: 78
Status: Non-Civil Service
Position Reports to: General Manager of Lakeland Electric
Department: Lakeland Electric

Class Code: 2290
Date: 09/08

SUPERVISORY RESPONSIBILITIES:

1. Position will function in a supervisor role with respect to electric compliance, assigning, instructing and checking the work of other employees in corporation with appropriate division managers.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge and understanding of FERC, NERC, FRCC, and state commission regulatory issues.
2. Thorough knowledge electric business and supporting processes.
3. Ability to perform quantitative analysis using available tools.
4. Possess superior interpersonal skills, excellent communication skills and positive attitude.
5. Ability to work effectively across divisions to ensure effective handoff procedures, practices, and measurements.
6. Ability to make sound business decisions based on available information with little or no direct supervision.
7. Ability to work with other utilities in committees and task forces.
8. Have a working knowledge of spreadsheets, databases and word processing software.
9. Knowledge of audit processes.
10. Ability to establish and maintain effective working relationships with management, and co-workers.
11. Ability/willingness to perform work to support the vision, mission, values and goals of Lakeland Electric.

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.

There are 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 related Engineering, Business or Accounting degree.
2. Eight (8) years of experience in the electric utility industry or an affiliated company including experience in system operations, system planning, production or accounting, environmental compliance, fuel/electric comities marketing, regulatory compliance (i.e. working with NERC,FERC, state commissions) etc.
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 maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone 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.