

Title: Energy Management System Supervisor
PG: 71
Status: Civil Service
Position Reports to: Manager of Substation Operations
Department: Lakeland Electric

Class Code: 2250
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly technical supervisory engineering position responsible for planning, organizing, coordinating and supervising the design, reporting, testing, scheduling, and implementation of advanced control and computer systems. This position is responsible for supervision of the SCADA/Energy Management Group (EMS Group), made up of a Chief Electronic Technician, SCADA/EMS Technicians, System Analyst and Database Analyst. Work normally requires the supervision of and cooperation with engineering and technical personnel. Assignments are received in broad outline and require independently organizing work, formulating technical policies within assigned specialty and monitoring work to ensure efficient and effective operation of the group. Employee in this position is responsible for preparing the budget for their section and in setting priorities in accordance with the corporate strategic plan. Work is evaluated by an administrative supervisor for overall effectiveness and attainment of objectives within the assigned function.

ESSENTIAL FUNCTIONS:

1. Serves as technical supervisor, directing and controlling control systems and computer systems and programs and assigning work activities to the appropriate staff.
2. Actively involved in the testing, evaluation and implementation on new technologies related to substations.
3. Ensures personnel receive required training, both technical and safety related.
4. Provides Project Management duties for projects related to the EMS Group.
5. Coordinates assigned functions and activities for this section by maintaining proper communications with other departments, divisions, and workgroups and outside agencies.
6. Provides technical guidance for work assigned and delegates responsibility to lead technicians and analysts.
7. Directs work planning and scheduling, including manpower forecasting and budgeting requirements.
8. Develops standards to be used by the section and supervises establishment of equipment operation standards and ratings.
9. Ensures all projects and work orders are completed within the planned schedule and budget.
10. Ensures proper records are maintained in accordance with division standards
11. Participates in design and analysis as needed.
12. May lead other divisions and City department on cross-departmental projects and studies.
13. Acts as a representative/liaison with other utility and industry organizations involved in projects and studies.

ADDITIONAL RESPONSIBILITIES:

1. Ensure that the SCADA/EMS Group maintains current knowledge of developing technologies related to SCADA/EMS and substation systems and maintain the technical skills required to implement those systems in a cost effective manner.
2. Performs related work as required.

SUPERVISOR RESPONSIBILITIES:

1. Performs supervisory responsibilities to include selecting, developing/training, assigning and monitoring work, performance management (establishing clear expectations, goals, and performance standards; coaching: providing timely feedback: conducting performance reviews, addressing performance/safety issues), recognizing and rewarding performance, and issue resolution with the work group, in accordance with policies and laws.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of financial policies and procedures needed for controlling the budget.
2. Extensive knowledge of Energy Management Systems, control system, computer systems, fundamental and applied engineering sciences, principles, and practices.
3. Extensive skill in the use of engineering, and mathematical references and tables, charts, and computer equipment required for the assigned work.
4. Extensive knowledge of troubleshooting advanced computer control systems.
5. Knowledge of communication infrastructure and systems.
6. Extensive knowledge of project expenditures and budgetary cost controls.
7. Ability to establish and maintain effective working relationships with supervisor, co-workers, subordinates, consultants, other utilities, other City employees and the general public.
8. Ability to understand, follow, and/or transmit complex oral and written instructions.
9. Ability to be a self-starter, self-motivated, detail oriented, a team player and to be able to carry out assignments independently.
10. Ability to direct others in the management to multiple projects simultaneously and in a proficient manner, while maintaining schedule flexibility as needed.
11. Ability to plan and direct the work of analysts and technicians.
12. Ability to direct project development
13. Extensive skill in evaluating the cost benefit of modifications and designs.
14. Ability/willingness to create and support a safe work environment.
15. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
16. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary and active work that involves walking or standing some of the time, exerting up to 30 pounds of force on a recurring basis, and routine keyboard operations, operation of City general purpose vehicles (automobile or pick up truck, some job duties may be performed in an office environment while other duties may require field work at various outdoor job sites. The job risks exposure on rare occasions to electrical or mechanical or chemical hazardous conditions, and occasional exposure to extreme noise levels, dusts pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors, and heights. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception and sense of smell.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a Bachelor of Science degree in Engineering.
2. Minimum of five (5) years of experience in SCADA/EMS and control and computer systems.
3. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

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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 attend meetings other than primary work location.
4. Must be able to work out of town for extended periods of time.
5. 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.