

**Title:** PSM/Projects Administrator  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** North M<sup>e</sup>Intosh Plant Superintendent  
**Department:** Lakeland Electric

**Class Code:** 2204  
**Date:** 09/08

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

#### **PSM/RMP**

To establish and maintain the Process Safety Management (PSM) Program to meet all the requirements of OSHA 1910.119. To establish and maintain the Risk Management Program (RMP) to meet all the requirements of EPA 40 CFR Section 68. To develop and promote an Improvement Program that ensures that there are no releases of any hazardous chemical covered by OSHA 1910.119 or EPA 40 CFR Section 68.

#### **PROJECTS**

This is highly responsible supervisory and technical work in directing long and intermediate range projects and outage planning at North M<sup>e</sup>Intosh Power Plant - a multi-fuel steam electric generating facility. This is responsible staff work directed toward specification, acquisition, and inventory control of materials needed for construction projects and major mechanical and electrical or water system maintenance. This employee works under the supervision of the North M<sup>e</sup>Intosh Plant Superintendent and serves in various matters related to material and equipment specification, pricing, ordering, scheduling, expediting, locating, and stocking. Work is reviewed through records, inspection, and observation.

#### **PSM/RMP FUNCTIONS:**

##### **Primary**

1. Manage the PSM and RMP programs for the North M<sup>e</sup>Intosh Power Plant.

##### **Leadership Responsibilities**

1. Responsible for development of a team environment to maintain established programs and protocols, and to elicit enthusiasm for new concepts.

##### **Policy and Program Development**

1. Responsible for defining the scope of the programs and for communication for roles and responsibilities for all involved personnel.

##### **Specific PSM/RMP Responsibilities**

1. Chair the Process Safety Committee for the PSM program.
2. Update the Process Safety Information for all process related modifications.
3. Ensure that Management of Change/Process Hazard Analysis are conducted as needed for all plant process modifications.
4. Ensure that the training requirements of both programs are met in a timely manner.
5. Establish and maintain the Mechanical Integrity and Quality Assurance programs.
6. Prepare plant personnel for three (3) year corporate audit.
7. Develop a program to respond to audit findings.
8. Ensure that revalidations of the PHA's are conducted on time and by a certified team leader.
9. Facilitate resolution of all Action Items.
10. Ensure that all deadlines such as Annual Certification of Operating and Maintenance procedures are met.
11. Establish and maintain a system to archive and retrieve all pertinent information.
12. Ensure that there are an adequate number of trained PHA team leaders for upcoming PHA's.
13. Work with Wastewater Treatment counterpart to establish a commonality between the two programs (Chlorine and Anhydrous Ammonia).
14. Maintain contact with PSM/RMP coordinators from other local companies.
15. Maintain the PSM/RMP manual.
16. Supervise operations and maintenance for the safe, technical, and efficient operation of anhydrous ammonia.

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17. Plan, assign, and review plant maintenance and repair work performed by skilled and semi-skilled workers engaged in keeping equipment in safe operating condition with good physical appearance.
18. Instructs employees regarding safety hazards and inspects work for appropriate safety practices and precautions.
19. Assists in determining adequate maintenance training programs, coordinates with maintenance groups to ensure process reliability, and ensures the development and implementation of a full preventive maintenance program.
20. Consults with plant engineers, field service representatives, and various governmental agencies to ensure the proper operation of environmental systems.
21. Formulates operating and special project budgets, specifications, and/or contracts, and cost accounting methods to ensure the most economical operation of the systems along with generating reports related to cost efficiency methods.

### **PROJECT FUNCTIONS:**

#### **Primary**

1. Manage all projects for North M<sup>2</sup>Intosh Power Plant.

#### **Leadership Responsibilities**

1. Responsible for development of a team environment to maintain established programs and protocols, and to elicit enthusiasm for new concepts.

#### **Policy and Program Development**

1. Responsible for defining the scope of the projects and for communication for roles and responsibilities for all involved personnel.

#### **Specific Project Responsibilities**

1. Meets with Work Force Management, engineering, or division management and/or supervisors to plan material acquisition for major projects.
2. Issues material specifications, some under guidance and review of an engineer.
3. Maintains current knowledge of materials and equipment used by electric utilities, and new materials available to the industry.
4. Supports bidding procedures with vendor performance evaluations, material specifications, and pre-qualification of suppliers and materials.
5. Coordinates purchasing efforts; verifies quantity and quality of items received against invoice and specification or purchase order; arranges for proper storage, and expedites critical material and equipment as necessary.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

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

1. Thorough knowledge of the operation and maintenance process associated with a multi-fueled, high pressure steam plant and associated environmental systems.
2. Skill in the management of people, money, and materials.
3. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
4. Ability and willingness to support and assist subordinates in planning, laying out, scheduling, and coordinating work.
5. Ability to maintain records and prepare reports.
6. Ability to communicate effectively, both verbally and in writing.
7. Ability to establish and communicate goals to subordinates and other supervisors.
8. Ability to inspect completed work for conformance with project goals and good practices.

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9. Ability to learn computer software applications.
10. Thorough knowledge of generation plant equipment and their associated repair methods.
11. Knowledge of tagging and safety procedures.
12. Knowledge of the use of computers for historical equipment trending analysis and work schedule efforts to develop long and short range plans for equipment in multi-fuel steam electric generating plant.
13. Knowledge of basic accounting procedures for line item budgeting and the ability to administer projects within budget.
14. Demonstrates written and verbal communication skills and submits detailed plans or reports to plant management.
15. Ability to supervise and lead subordinates or directs others and makes decisions to achieve optimum efficiency from their efforts.
16. Ability to communicate with technical, craft, management personnel and consultants and establish and maintain effective working relationships with all levels of supervision, staff, other city personnel and outside contractors.
17. Ability to properly utilize City of Lakeland procurement, requisition and purchasing policies and procedures.
18. Ability to use software to analyze work management system errors as related to data integrity.
19. Ability to manage multiple projects simultaneously and in a time proficient manner, while remaining flexible as needed.

**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 adverse weather conditions, electrical shock, moving machinery, toxic, noxious fumes, vibration, wet, humid conditions, dusts, pollen, extreme noise levels, and bright/dim light.

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):**

Minimum

1. High school diploma or its equivalent.
2. Knowledge of OSHA and EPA regulations pertaining to PSM and RMP.
3. Knowledge of ANSI and API regulations pertaining to PSM and RMP.
4. Strong verbal and written communication skills.
5. Ability to communicate with management and technical groups.
6. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

Preferred

1. Bachelor of Science in Chemical Engineering.
2. Ability to read technical drawings and correct PSM related anomalies prior to installation.
3. Ability to conduct internet search to locate regulatory information.
4. Proficiency in Microsoft Word, Excel and PowerPoint.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to pass and maintain qualification for:
  - a. Respiratory Protection Physical.
  - b. Pulmonary Function.
  - c. Qualitative and Quantitative Fit Test(s).
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.