

MAJOR FUNCTION

This is responsible administrative work in directing the overall operation and planning of the Electric & Gas Utility including generation, transmission, distribution, system operations, planning, compliance. Work is performed under general administrative direction of the City Manager, and reviewed through personal conferences, written reports and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Responsible for developing the organization, work plans and procedures and overseeing the operations of the Electric and Gas Utilities consistent with the City and Electric & Gas Utility Mission and Objectives. These operations include administration, generation, power delivery operations, electric engineering, fuel & energy procurement, system planning, system operations and compliance. Meets with division directors regarding the decisions related to systems operations or unusual situations relating to equipment, personnel, customer problems, or contract work. Provides leadership in the development of the long-term Electric & Gas Utility strategic plan and the annual operational plans to support the strategic plan. Responsible for the establishment and administration of safety programs and practices to promote a safe work environment. Responsible for the Electric & Gas operating and capital budgets and projects including development, monitoring and ensure proper control is being exercised. Responsible for ensuring compliance with all applicable regulatory requirements including, but not limited to, FPSC, NERC, FERC and regional reliability standards; environmental regulations and requirements, land use regulations and requirements. Directs, coordinates and oversees the purchase, acquisition, negotiation and management of contracts and purchases for materials and services to support the system operations including the fuel risk management program and fuel procurement. Negotiates, on behalf of the City, power sales agreements, territorial agreements with neighboring utilities, etc. Oversees the development of long-range system expansion plans and needs to ensure for a reliable electric and traffic system. Coordinates with consulting engineers on rate studies, feasibility studies regarding expansion of the electrical system, preparation of official statements for bond sales, and in carrying out construction of approved projects. Consults with staff members and aides in the preparation of numerous reports concerning all phases of the electric & gas utility activities. Prepares and reviews City Commission agenda materials and represents the utility before the City Commission. Ensures department compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Selects, hires, advances, transfers, resolves grievances, disciplines and dismisses staff. Completes performance evaluations and grants or denies merit raises. Performs related work as required.

Other Important Duties

Participates in special projects as assigned. Represents the City in regulatory proceedings, legislative proceedings, and on various administrative and industry committees at the local, state, and federal level. Answers periodic inquiries by legislative members of the government and interfaces with all governmental agencies relative to the Department. Represents the Department/City at various state and national meetings. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, and methods, etc. in all areas of the electric and gas utility business. Thorough knowledge of modern utility, business and management practices. Thorough knowledge in the principles of supervision, training, and performance management. Thorough knowledge of financial management issues including, budgeting (operations and capital), project accounting, procurement activities, cost control/tracking and the FERC uniform system of

accounts. Knowledgeable in applicable regulatory requirements including, FPSC, FERC, NERC and regional reliability standards; environmental standards, including local growth management rules; and OSHA safety rules. Knowledgeable in techniques used in contract negotiations and management for materials and services. Ability to manage multiple high priority complex issues simultaneously, potentially for long periods of time. Ability to work under significant pressure and demands while maintaining a professional demeanor. Ability to handle highly complex and controversial issues with tact and diplomacy. Ability to work across departmental lines, often times seeking output and support from other areas of the organization. Ability to apply sound business practices and corporate guidelines to make decisions based on available information with little or no direct supervision. Ability to prepare or direct preparation of technical reports, analysis and documents. Ability to communicate effectively both orally and in writing with a wide range of audiences including internal staff, other City departments, public, customers, regulatory agencies and the media. Ability to establish and maintain effective working relationships with internal and external stakeholders.

Minimum Training and Experience

Possession of a bachelor's degree in a business or engineering field, and eight years of professional and administrative experience in an electric or gas utility system. Four years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Individuals in this classification that are required to have unescorted access to the Electric Control Center will be required to complete a personnel risk assessment consisting of an identity verification and seven-year criminal history screening (minimum) and maintain satisfactory clearance for continued employment.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

An incumbent in this job must be available for out of town travel.

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08-20-90
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06-04-02
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