

**MAJOR FUNCTION**

This is highly responsible senior management position responsible for providing leadership, direction and oversight for one of the following Electric Utility Divisions: Electric Power Delivery Division; Electric Power Generation, Electric System Operations; Electric System Compliance or Electric System Integrated Planning. Successful job performance requires management of a considerable variety of professional and complex work associated with utility operations. The incumbent serves on the Electric Utility management team and exercises considerable independent judgment, discretion, initiative and independence in carrying out their responsibilities. Work is performed under the administrative direction of the General Manager–Electric Utility. The work is reviewed through conversations, conferences, reports, observations and by 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 assigned division consistent with the City and Electric Utility Mission and Objectives. Responsible for ensuring that the operational responsibilities are conducted within prudent utility practices, generally accepted engineering practices and consistent with the City's customer service standards. Participates in the development of the long term Electric 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 ensuring compliance with all applicable regulatory requirements including, but not limited to, North American Electric Reliability Corporation (NERC), Federal Energy Regulatory Commission (FERC) and Florida Reliability Coordinating Council, Inc. (FRCC) reliability standards; environmental regulations and requirements, land use regulations and requirements; and Florida Department of Transportation (FDOT) standards. Oversees and provides leadership and direction for the development of cost estimates, plans, specifications and schedules for projects within the Division. Directs, coordinates and oversees the purchase, acquisition and management of contracts and purchases for materials and services to support Division projects. Responsible for analyzing, preparing, and administering the division operations and capital budgets. Directs personnel activities within the division including the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Develops goals and objectives for division staff, conducts performance evaluations and recommends approval or denial of merit increases. Responsible for reviewing plans and resolves problems in conjunction with top division personnel. Prepares and reviews City Commission agenda materials and represents the division before the City Commission. Prepares reports required to be filed with regulatory agencies on behalf of the City. Represents the division and Electric with the local media, public, customers and other City Departments. Renders testimony on City's behalf before regulatory agencies, public hearings and civil courts. Performs related work as required.

**Electric Power Delivery:** Responsible for City's Electric Power Delivery Division functions including; the engineering, design, construction, operations, and maintenance of the City's power delivery facilities including transmission, substation, distribution, street/area lighting; and the City's traffic signals. Responsible for ensuring adequate line clearance for all transmission and distribution facilities. Responsible for storm restoration activities.

**Electric Power Generation:** Responsible for the City's Electric power generation facilities including the operations, maintenance, maintenance planning, planned and emergency generation unit outage, plant expansions and plant retrofits. Responsible for ensuring operations are conducted within all applicable environmental and regulatory permits. Interacts with regulatory agencies on permit issues and operations. Acts as the City's Designated Representative under Title IV of the Clean Air Act

Amendments of 1990. Acts as the City's responsible official for the FERC regulated hydro facility safety programs. Plans for and directs operation at the hydro facility for emergency conditions.

**Electric System Operations:** Responsible for the City's Electric System Operations functions including: dispatch, monitoring, switching and trouble calls, system protection/communications, metering and GIS functions; Marketing, OASIS operations and administration for the City's transmission system; Dispatching, monitoring and ensuring adequate power supply resources; coordinating the Outage Management System and Energy Management System activities and functions; and the operations of the Tallahassee Advanced Traffic Management Center and Freeway Management Center. Coordinates operations with interconnected utilities to ensure reliability of the bulk electric system. Coordinates and makes same day power sales and purchases to provide for least cost reliable operations. Coordinates traffic operations with FDOT and Leon County. Acts as the City's Senior Manager responsible for CIP implementation.

**Electric System Compliance:** Responsible for the City's Electric System Compliance Division's functions designed to ensure that the Electric Utility is compliant with applicable FERC, NERC and FRCC reliability standards. Responsible for the development of an active internal compliance plan. Acts as the Electric Utility's single point of contact on all issues dealing with FERC, NERC and FRCC reliability standards, rules of procedure, site visits and interpretations. Ensures the Electric Utility has reasonable evidence demonstrating compliance and submits all required documentation, reports, mitigation plans, etc. to the FERC, NERC or FRCC as appropriate. Responsible for fostering the Electric Utility's Culture of Compliance, via training and recurrent communications with each Division.

**Electric System Integrated Planning:** Responsible for the City's Electric system planning, conservation and alternative energy functions including, long range transmission and power supply planning; marginal costing studies; power supply economics; conservation and demand side management programs; solar, resource recovery and other alternative energy project development; preparation of utility data to assist in negotiating power marketing agreements and power purchases from other utilities. Provides planning, budget and cost information for the energy cost recovery charge. Coordinates with other utilities in the State of Florida, as well as those in the neighboring states, on studies and projects for optimized reliability of interconnected operations through FRCC. Coordinates with other owners of the Southern Interface on planning and reliability issues. Participates in regulatory forums such as FERC and FPSC to promote and protect the interests of the City.

Other Important Duties

Acts as the General Manager–Electric in their absence. Performs other related work as required.

**DESIRABLE QUALIFICATIONS**

Knowledge, Abilities and Skills

Considerable knowledge in one or more of the operational areas (T&D, Production, Power Engineering, System Compliance, System Operations or System Integrated Planning). Considerable knowledge of modern utility, business and management practices. Considerable knowledge in the principles of supervision, training, and performance management. Through 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 the applicable regulatory requirements including, FERC, NERC and FRCC reliability standards; environmental standards, including local growth management rules; FDOT traffic guidelines and 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 Division 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 engineering, or a related field, and six years of professional experience in one or more of areas associated with planning, design, operations, regulation, or maintenance of: (i) electrical transmission and distribution facilities; (ii) system operations; (iii) electric power production plants of 100 megawatts or larger in size; or (iv) NERC Compliance activities; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Electric System Compliance: Possession of a bachelor's degree in engineering, business administration, accounting, auditing, information technology or a related field, and six years of professional experience in one or more of areas associated with business, accounting, auditing, information technology, planning, design, operations, regulation, or maintenance of: (i) electrical transmission and distribution facilities; (ii) system operations; (iii) electric power production plants of 100 megawatts or larger in size; or (iv) NERC Compliance activities; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

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

Must obtain, and maintain throughout his/her period of employment, the required clearances to have unrestricted access to critical facilities consistent with NERC, FERC and FRCC reliability standards.

An incumbent in this job classification is required to file a financial disclosure statement with the Supervisor of Election 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 service in the covered position, and within 60 days of leaving the covered position.

Employees requiring unrestricted access to the Purdom Port facilities must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

Established: 09-17-16

Revised: 07-28-17