

ENERGY MEASUREMENT AND REGULATION MANAGER

NATURE OF WORK

This is managerial and professional work directing the operation, construction, maintenance, repair, planning and performance of electric substation apparatus and protective relay systems, natural gas gate station apparatus and regulating systems, gas and electric measurement and electric distribution apparatus maintenance and repair.

CLASSIFICATION STANDARDS

The single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its division managerial responsibility.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, directs, coordinates, and administers activities and personnel of the Stations and Measurement Division in accordance with all applicable laws, rules, regulations and policies.

Plans, directs, and inspects work of subordinates engaged in design, operation, construction, testing, and maintenance of electric substations apparatus and protective relaying systems, and electric distribution and voltage regulation apparatus
Plans, directs, and inspects work of subordinates engaged in design, operation, construction, testing and maintenance of natural gas gate stations, regulating apparatus and the natural gas SCADA system.

Plans, directs and inspects work of subordinates engaged in design, operation, construction, testing, and maintenance of gas and electric measurement equipment and systems.

Establishes measurable goals and objectives for the division and subordinates. Recommends selection, promotion, discipline, and other appropriate personnel actions.

Develops policies, plans and procedures to ensure the reliability, integrity and operability of the electric substations and protective relaying systems.

Develops policies, plans, and procedures to ensure the reliability, integrity, and operability of the electric distribution and voltage regulation apparatus.

Develops policies, plans, and procedures to ensure the reliability, integrity, and operability of the natural gas gate stations and regulating systems.

Develops policies, plans and procedures to ensure the reliability, integrity, and accuracy of the gas and electric measurement equipment and systems.

Develops policies and procedures to investigate, document and resolve electric and gas service quality issues.

Coordinates and directs activities of consultants and contractors on major utility projects involving electric and natural gas facilities.

Recommends or selects contractors, consultants, apparatus, materials, and equipment.

Prepares, submits, and monitors annual divisional budget. Prepares monthly and special reports as required.

Provides technical assistance regarding electric substation apparatus and protective relay systems, natural gas gate station apparatus and regulating systems, gas and electric measurement equipment and systems, electric distribution apparatus maintenance and repair and service quality.

Directs the development, implementation, and documentation of employee training programs, safety rules, and divisional operating protocols, policies, and practices.

Develops, maintains, and enforces production, safety, and work standards. Ensures subordinates have the necessary training and equipment to perform assigned duties safely and effectively.

Supervises employees covered under the Research & Special Programs Administration (RSPA) federal drug testing program.

Coordinates the Division's mission and activities with those from other areas within the utility and the City.

Confers with public utilities, government agencies, and consulting and construction firm representatives on the location and scope of proposed and in-process construction.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May act in the absence of the supervisor.

Participates in administering labor agreements.

Represents the utility in state and national gas and electric industry organizations.

Required to respond under emergency conditions.

Performs other related duties as assigned.

SELECTION FACTORS

Thorough knowledge of principles, methods, practices, materials, and equipment related to electric substation apparatus and protective relay systems, natural gas gate station apparatus and regulating systems, gas and electric measurement equipment and systems, electric distribution apparatus maintenance and repair and service quality

Thorough knowledge of laws, ordinances, regulations, and statutes which govern electric and natural gas utility systems, particularly as they apply to bulk energy delivery, measurement, regulation, and service quality.

Thorough knowledge of engineering and economic principles as applied to power system fault analysis, power system protective relay application, and power system stability.

Thorough knowledge of electric and gas theory.

Knowledge of installation, maintenance, and operation of power transformers and circuit breakers and necessary test equipment.

Knowledge of occupational hazards and accident prevention methods in assigned area of responsibility.

Knowledge of utility budget procedures.

Ability to train, develop, organize, and supervise personnel.

Ability to prepare highly technical reports.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to communicate effectively, both orally and in writing.

MINIMUM REQUIREMENTS

Graduation from an accredited four year college or university with major course work in electrical or mechanical engineering or related subject; and six years progressively responsible experience in substation, relaying, electric or gas measurement or related field, including two years supervisory experience; or an equivalent combination of training and experience which provide the required knowledge, skills and ability.

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AND REGULATION MANAGER
JOB DESCRIPTION

TITLE CODE: 6123

02/02/07

LICENSES/CERTIFICATES

Valid Florida Driver License with good driving record required at time of appointment.

Valid State of Florida Professional Engineer License desired.

NOTES

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require performance of tasks outdoors under varying climatic conditions.

May be required to attend meetings outside business hours.

Human Resources Department: Signed original on file in Human Resources / _____
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

Revised 2/2/07