

**MAJOR FUNCTION**

This is responsible senior and executive-management work providing leadership, direction and oversight for Gas Operations and Business Development. Successful job performance requires management of a considerable variety of professional and complex work associated with utility operations. The incumbent serves on the Electric & Gas 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 & Gas 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 Gas Operations and Business Development division consistent with the Electric & Gas's mission, work plans and objectives. Ensures the maximum efficiency of the gas distribution system in accordance with the federal and state statutes and agency rules, regulations, policies and procedures applicable to the regulation and compliance enforcement of natural gas industry. Responsible for ensuring that operational responsibilities are conducted within applicable 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 & Gas 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, Pipeline and Hazardous Materials Safety Administration, Florida Department of Environmental Protection, Florida Public Service Commission; other applicable local, state and federal regulations and requirements, and 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's operating 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 & Gas with the local media, public, customers and other City Departments. Renders testimony on City's behalf before regulatory agencies, public hearings and civil courts. Manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development and the grievance process, in compliance with city policies and procedures and makes recommendations to the General Manager, as applicable. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Serves as the General Manager–Electric & Gas in his/her absence. Leads cross-functional teams for strategic planning. Attends and participates in conferences and meetings and represents the perspective of the department or the City, as directed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge in natural gas LDC operations and business development. Considerable knowledge of modern utility, business and management practices. Considerable 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, and cost control/tracking. Knowledgeable in the applicable federal, state and local regulatory requirements applicable to area of assignment; environmental standards, other guidelines and 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. Possesses management style and values that are consistent with the City and Electric & Gas's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in engineering, or a related field, and six years of professional experience in natural gas transmission and distribution or an equivalent combination of training and experience. Four 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.

During emergency situations, these positions are considered essential employees and must be available to work for extended hours or extended periods including being away from family for an extended period.

Established: 11-10-18

Revised: 07-24-19

01-01-20