

MAJOR FUNCTIONS

This is responsible professional, technical, and administrative work dealing with regulatory and/or security compliance within the Electric & Gas Utility. This includes the monitoring, coordination, analysis, and reporting of complex regulatory activities in the area of: (i) North American Electric Reliability Corporation (NERC) and SERC reliability standards; (ii) comprehensive Florida Department of Environment Protection (FDEP) and US Environmental Protection Agency (EPA) programs for power generation facilities; and/or (iii) security compliance for electric facilities. Work is performed under the direction of the AGM–Electric System Compliance or Plant Manager. Work is reviewed through reports, conferences, and program results.

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

Electric Compliance Division: Monitors, schedules, tracks, and documents the verification of compliance activities required to ensure compliance with NERC/SERC reliability standards. Analyzes and reviews all NERC/SERC reliability standards to determine their applicability to the utility. Tracks NERC and SERC standards under development and advises electric divisions in the development of policies, procedures, and implementation plans. Coordinates the preparation of NERC/SERC audits and spot checks. Manages and maintains the storage of documentation and evidence required to demonstrate compliance and ensures that the retention of all documentation meets regulatory requirements. Oversees the utility's annual internal assessment of all applicable reliability standards and conducts internal investigations of all potential compliance violations. Develops and tracks the progress of mitigation plans associated with confirmed violations. Recommends changes and modifications to programs, policies, and procedures to ensure compliance with all applicable reliability standards. Develops NERC compliance awareness and training for utility personnel, contractors, legal, and city management. Participates in NERC and SERC committees and other regulatory proceedings as assigned. Interacts with regulatory agencies in responding to investigations, data requests, and other inquiries. Prepares and presents written and oral reports and other necessary documents and correspondences. Performs additional duties as required.

Energy Supply Division: Develops a comprehensive environmental regulation management and compliance program for the Electric & Gas Utility's generating facilities to address applicable environmental requirements. Develops, plans, implements, and trains the facility personnel and prepares documents to meet applicable security programs including, but not limited to: (i) US Coast Guard Port Security requirements at the Purdom Generating Station; (ii) Risk Management Plan (RMP) and Process Safety Management Plan (PSM) for use and storage of ammonia at generating facilities; and (iii) Chemical Security Plan, as required by Department of Homeland Security (DHS). Coordinates with the City's Environmental Services team on environmental issues and permits. Prepares and presents written and oral reports and other necessary documents and correspondences. Participates in communications between the City, regulatory authorities, conservation groups, general public, and with other local, state, and federal agencies for matters related to environmental pollution control and security related matters applicable to the generating facilities. Keep abreast of the applicable environmental and security rules and regulations which have either a direct or indirect effect upon the generating facilities. Recommends and implements improvements in response to changes to local, state, and federal environmental compliance requirements or identified best practices. Maintains accurate records for on-site inspection by regulatory agencies. Conducts periodic audits and inspects to assess program effectiveness and to determine compliance, and identifies on-site conditions or practices that have the potential to be in violation of the generating facilities' operating permits. Monitors and audits in-house environmental documentation for accuracy, completeness and timeliness. Provides information and training to affected staff to create awareness and understanding of best practices relative to environmental and

security issues. Participates in environmental and security studies, assessments, and program planning activities. Performs additional duties as required.

Other Important Duties

Electric Compliance: Provides feedback to applicable E&G supervisors and employees on the performance of subject matter experts including quality of information and documentation provided to demonstrate compliance and performance on audit interviews.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Common: Ability to conduct independent and comprehensive research and evaluation, and provide recommendations and alternatives. Ability to analyze facts, and exercise sound professional judgment to arrive at valid conclusions under stressful situations with limited instructions from supervisor. Ability to effectively communicate complex concepts in lay terms and to express ideas clearly and concisely, both orally and in writing. Ability to understand and follow complex oral and written instructions. Ability to establish and maintain effective working relationships with internal and external parties. Ability to write technical reports and manuals, and keep accurate records of all activities for use in potential compliance hearings or litigation. Ability to gather and compile technical data and to write and present clear and persuasive reports. Skill in the use of computers and associated programs and applications necessary for successful job performance.

Electric Compliance Division: Considerable knowledge of the electric utility industry, business, and operations. Knowledge and understanding of FERC, NERC, SERC, and state regulatory requirements and issues.

Energy Supply Division: Considerable knowledge of environmental codes, ordinances, rules, regulations, and other requirements as they relate to the City's facilities and operations. Knowledge of the proper handling, storage, and disposal methods for hazardous chemicals. Ability to read and interpret engineering and architectural plans and specifications. Ability to understand and interpret technical documents such as environmental reports, FDEP/EPA regulations, port, chemical, and DHS/FERC/NERC/SERC security requirements and other related data, and determine potential impact on designated area. Ability to understand, interpret, and extend logic of environmental policies, ordinances, rules, regulations, port, chemical, and FERC/NERC/SERC security requirements. Ability to keep abreast of environmental, port, chemical, and FERC/NERC/SERC security issues. Ability to detect hazardous conditions, particularly those that require immediate attention and that may result in the endangerment of human health and/or the environment.

Minimum Training and Experience

Electric Compliance Division: Possession of a bachelor's degree in engineering, business administration, accounting, or a related field, and four years of professional experience that includes electric utility operations, planning, or regulatory compliance; or an equivalent combination of training and experience.

Energy Supply Division: Possession of a bachelor's degree in environmental science, environmental engineering, chemical engineering, organic or inorganic chemistry, environmental law, biology, or an area related to any of the aforementioned areas, and four years of technical and professional experience in environmental compliance, regulatory, planning, or inspection activities; or an equivalent combination of training or experience.

Necessary Special Requirement

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

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 employee assigned to the Purdom Power Plant, or who occasionally may be required to have unescorted access to the Port Facility portion of the Purdom Power Plant, as determined by the General Manager-Electric & Gas, 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.

For incumbents in the Electric System Compliance Division, Incumbents 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.

For incumbents assigned to Energy Supply Division: Must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment. Must obtain oil HAZMAT and oil spill certifications within one year of employment.

Established: 07-09-10
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01-02-20