



AGENDA
CITY OF LAKE WORTH BEACH
ELECTRIC UTILITY ADVISORY BOARD MEETING
BY TELECONFERENCE – [Zoom link below](#)
THURSDAY, NOVEMBER 18, 2021 - 6:00 PM

ROLL CALL:

PLEDGE OF ALLEGIANCE:

AGENDA - Additions/Deletions/Reordering:

PRESENTATIONS: (there is no public comment on Presentation items)

PUBLIC PARTICIPATION OF NON-AGENDAED ITEMS:

APPROVAL OF MINUTES:

EUAB Minutes 09.08.21

EUAB Minutes 11.03.21

UNFINISHED BUSINESS:

A. Development of Recommendations for Electric Utility Conservation Program.

NEW BUSINESS:

BOARD COMMENTS:

BOARD LIAISON REPORTS AND COMMENTS:

ADJOURNMENT:

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105)

Zoom Link Information below:

<https://us06web.zoom.us/j/82367107939?pwd=tfvqugdsynlmnzjmwujqnfu5tgroqt09>

Passcode: 287834

Or One tap mobile :

US:19294362866,,82367107939# or +13017158592,,82367107939#

**MINUTES
CITY OF LAKE WORTH BEACH
ELECTRIC UTILITY ADVISORY BOARD MEETING
VIA TELECONFERENCE - YOUTUBE
WEDNESDAY, SEPTEMBER 08, 2021 - 6:00 PM**

ROLL CALL:

Present Members: Ryan Oblander, Ramsay Stevens Matthew Portilla, and David Simms. Ibrahim Chalhoub was absent for the roll call. Also present: Edward Liberty.

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by David Simms.

AGENDA - Additions/Deletions/Reordering:

- A. Board amended agenda amended to add the Election of Electric Utility Advisory Board Chair and Vice-Chair under the new business section.

Action: Ramsay Stevens motioned to amend agenda to add the Election of Electric Utility Advisory Board Chair and Vice-Chair.

Vote: Unanimous

PRESENTATIONS: (there is no public comment on Presentation items)

There were no presentations on the agenda.

PUBLIC PARTICIPATION:

There was no public participation.

APPROVAL OF MINUTES:

There were no minutes to approve in the agenda.

UNFINISHED BUSINESS:

- A. General Update
Mr. Liberty provided a brief description of his background, summarized the overall condition of the City's power plant and the assessment of the City's infrastructure back in 2016.
Board Liaison also provided an in-depth update on the progress of the System Hardening and Reliability Improvements happening through the City.

NEW BUSINESS:

- A. Election of Electric Utility Advisory Board Chair and Vice-Chair

Action: Ramsay Stevens motioned for Board to re-appoint Ryan Oblander as Chair to the Electric Utility Advisory Board and second by Matthew Portilla.

Vote: Unanimous

Action: Matthew Portilla motioned for Board to appoint Ramsay Stevens as Vice-chair to the Electric Utility Advisory Board and second by David Simms.

Vote: Unanimous

BOARD COMMENTS:

Introduction of new Board member David Simms.

Board members introduced each other to the new board member David Simms and provided a brief description of their background.

BOARD LIAISON REPORTS AND COMMENTS:

No Board Liaison comments.

ADJOURNMENT:

The meeting was adjourned at 8:40pm.

**MINUTES
CITY OF LAKE WORTH BEACH
ELECTRIC UTILITY ADVISORY WORKSHOP
VIA TELECONFERENCE - YOUTUBE
WEDNESDAY, NOVEMBER 03, 2021 - 6:00 PM**

ROLL CALL:

Present members: Ryan Oblander, Matthew Portilla, and David Simms.
Also present, Edward Liberty. Ibrahim Chalhoub and Ramsay Stevens were not in attendance.

PLEDGE OF ALLEGIANCE: led by Board Member David Simms.

AGENDA - Additions/Deletions/Reordering:

No additions, deletions or reordering on the agenda.

PRESENTATIONS: (there is no public comment on Presentation items)

There were no presentations on the agenda.

PUBLIC PARTICIPATION:

There was no public participation.

APPROVAL OF MINUTES:

There were no minutes to approve in the agenda.

UNFINISHED BUSINESS:

There were no unfinished business in the agenda.

NEW BUSINESS:

- A. Development of Recommendations for Electric Utility Conservation Program.
During the October 26th, 2021 Commission meeting, the Commission voted the development of an energy conservation and energy efficiency program. Resolution 76-2021 directs the Electric Utility Advisory Board to work expeditiously to develop a comprehensive approach to energy efficiency based on industry-wide best practices.
The comprehensive approach should evaluate all available best practices technologies and policies, including but not limited to, rebate programs for ceiling insulation ductwork improvements, AC efficiency upgrades, appliances efficiency upgrades, smart thermostats, window replacements, residential energy rating and disclosure policies, energy audits, and educational programs.

BOARD COMMENTS:

David Simms expressed interest in the community solar program mentioned by Commissioner McVoy during the Commission meeting October 26, 2021.

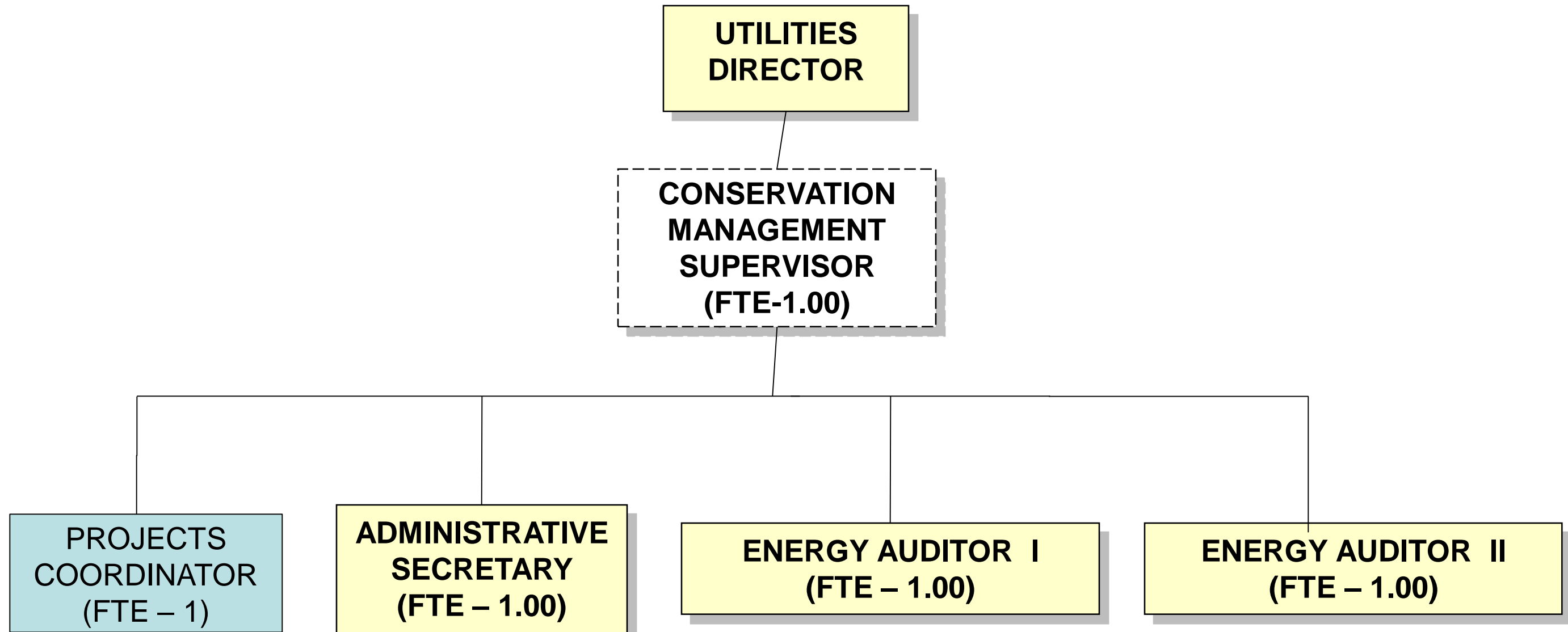
BOARD LIAISON REPORTS AND COMMENTS:

Board Liaison briefly provided the pros and cons of the City investing in the demand response program.

ADJOURNMENT:

The meeting was adjourned at 9:00pm.

UTILITIES-CONSERVATION FUND



	FY-2010-11	ADDITIONS / DELETIONS	TRANSFERS IN / OUT	RECLASSIFY IN / OUT	RECOMMENDED FY 2011-12
FULL - TIME	5	0 / 0	0	1 / 0	5
PART - TIME	0	0	0	0	0

2010 FROM ACCOUNT: 195-6010-531.00-00 THRU ACCOUNT: 195-6010-531.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
195-6010-531.12-10	Regular	275,000.00	187,791.53	87,208.47
195-6010-531.12-30	Natural Disaster Regular			
195-6010-531.14-10	Standard Overtime			
195-6010-531.14-30	Natural Disaster Overtime			
195-6010-531.15-30	Other Pays		13.85	13.85-
195-6010-531.21-00	FICA Taxes	21,038.00	12,836.06	8,201.94
195-6010-531.22-10	Defined Benefit Plan	59,015.00	57,745.23	1,269.77
195-6010-531.23-00	Life & Health Insurance	46,037.00	26,418.38	19,618.62
195-6010-531.24-10	Workers' Comp Regular	4,575.00		4,575.00
195-6010-531.25-00	Unemployment Compensation			
195-6010-531.31-50	Internal IT Support			
195-6010-531.31-90	Other	21,000.00		21,000.00
195-6010-531.34-91	Residential Elect Asst Aw	500,000.00		500,000.00
195-6010-531.40-10	Training/Registration	7,200.00	1,953.88	5,246.12
195-6010-531.40-20	Lodging/Transportation			
195-6010-531.40-30	Other			
195-6010-531.41-30	Postage & Freight	2,000.00	141.22	1,858.78
195-6010-531.43-10	Water			
195-6010-531.43-20	Sewer			
195-6010-531.43-30	Electricity			
195-6010-531.43-40	Refuse/Waste Disposal			
195-6010-531.45-10	Property/Liability	10,000.00		10,000.00
195-6010-531.46-22	Equipment-Garage	14,000.00		14,000.00
195-6010-531.47-00	Printing & Binding	10,000.00	2,459.13	7,540.87
195-6010-531.48-00	Promotional Activities	3,500.00	2,970.10	529.90
195-6010-531.51-10	Office Supplies	6,800.00	4,508.29	2,291.71
195-6010-531.52-10	Gas, Lubricants, & Oil	10,000.00	2,037.80	7,962.20
195-6010-531.52-20	Small Tools & Equipment	5,000.00	1,620.69	3,379.31
195-6010-531.52-40	Uniforms	2,500.00	1,062.64	1,437.36
195-6010-531.52-90	Other	1,335.00	190.07	1,144.93
195-6010-531.54-00	Books, Pub, Subsc, & Memb	1,000.00		1,000.00
TOTALS:		1,000,000.00	301,748.87	698,251.13

2011 FROM ACCOUNT: 195-6015-531.00-00 THRU ACCOUNT: 195-6015-531.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
195-6015-531.12-10	Regular	221,545.00	174,755.60	46,789.40
195-6015-531.12-20	Leave Payout			
195-6015-531.12-30	Natural Disaster Regular			
195-6015-531.12-50	Unused Vacation Pay			
195-6015-531.13-10	Part Time			
195-6015-531.14-10	Standard Overtime	14,011.00	10,616.20	3,394.80
195-6015-531.14-30	Natural Disaster Overtime			
195-6015-531.15-10	Longevity			
195-6015-531.15-20	Incentive			
195-6015-531.15-25	Labor Capital			
195-6015-531.15-30	Other Pays			
195-6015-531.21-00	FICA Taxes	15,385.00	13,062.57	2,322.43
195-6015-531.22-10	Defined Benefit Plan	36,599.00	40,152.00	3,553.00-
195-6015-531.22-20	401-a Plan			
195-6015-531.23-00	Life & Health Insurance	39,426.00	31,818.23	7,607.77
195-6015-531.23-10	Life & Health - Retire Fi			
195-6015-531.24-10	Workers' Comp Regular	2,642.00		2,642.00
195-6015-531.24-20	Supplemental			
195-6015-531.25-00	Unemployment Compensation			
195-6015-531.26-00	Deferred Compensation			
195-6015-531.31-50	Internal IT Support	24,408.00	24,408.00	
195-6015-531.31-90	Other	21,000.00	18,223.00	2,777.00
195-6015-531.34-50	Other Contractual Service			
195-6015-531.34-91	Residential Elect Asst Aw	998,902.00	214,983.09	783,918.91
195-6015-531.40-10	Training/Registration	8,298.00	5,274.00	3,024.00
195-6015-531.40-20	Lodging/Transportation	2,000.00	2,893.56	893.56-
195-6015-531.40-30	Other	200.00		200.00
195-6015-531.41-30	Postage & Freight	2,000.00	722.69	1,277.31
195-6015-531.43-10	Water	200.00	25.69	174.31
195-6015-531.43-20	Sewer	100.00	11.10	88.90
195-6015-531.43-30	Electricity	300.00	527.82	227.82-
195-6015-531.43-40	Refuse/Waste Disposal	100.00	22.35	77.65
195-6015-531.45-10	Property/Liability			
195-6015-531.46-22	Equipment-Garage	16,000.00	15,999.86	.14
195-6015-531.47-00	Printing & Binding	10,000.00	4,612.00	5,388.00
195-6015-531.48-00	Promotional Activities	20,000.00	12,965.12	7,034.88
195-6015-531.51-10	Office Supplies	5,000.00	2,390.11	2,609.89
195-6015-531.52-10	Gas, Lubricants, & Oil	7,000.00	2,113.04	4,886.96
195-6015-531.52-20	Small Tools & Equipment	5,000.00	3,197.81	1,802.19
195-6015-531.52-40	Uniforms	1,100.00		1,100.00
195-6015-531.52-90	Other	1,300.00	60.00	1,240.00
195-6015-531.54-00	Books, Pub, Subsc, & Memb	1,000.00	600.00	400.00
TOTALS:		1,453,516.00	579,433.84	874,082.16

2012 FROM ACCOUNT: 195-6015-531.00-00 THRU ACCOUNT: 195-6015-531.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
195-6015-531.12-10	Regular	210,157.00	171,233.32	38,923.68
195-6015-531.12-20	Leave Payout			
195-6015-531.12-25	Other increases			
195-6015-531.12-30	Natural Disaster Regular			
195-6015-531.12-50	Unused Vacation Pay			
195-6015-531.13-10	Part Time			
195-6015-531.14-10	Standard Overtime	14,038.00	9,461.86	4,576.14
195-6015-531.14-30	Natural Disaster Overtime			
195-6015-531.15-10	Longevity			
195-6015-531.15-20	Incentive			
195-6015-531.15-25	Labor Capital			
195-6015-531.15-30	Other Pays			
195-6015-531.21-00	FICA Taxes	16,083.00	12,873.65	3,209.35
195-6015-531.22-10	Defined Benefit Plan	51,194.00	51,194.00	
195-6015-531.22-20	401-a Plan			
195-6015-531.23-00	Life & Health Insurance	45,129.00	45,132.00	3.00-
195-6015-531.23-10	Life & Health - Retire Fi			
195-6015-531.24-10	Workers' Comp Regular	2,300.00		2,300.00
195-6015-531.24-20	Supplemental			
195-6015-531.25-00	Unemployment Compensation			
195-6015-531.26-00	Deferred Compensation			
195-6015-531.31-50	Internal IT Support	26,935.00	26,934.96	.04
195-6015-531.31-90	Other	21,000.00	1,620.00	19,380.00
195-6015-531.34-50	Other Contractual Service	110.00	110.00	
195-6015-531.34-91	Residential Elect Asst Aw	1,000,000.00	267,452.05	732,547.95
195-6015-531.40-10	Training/Registration	3,500.00	1,996.00	1,504.00
195-6015-531.40-20	Lodging/Transportation	2,000.00	144.60	1,855.40
195-6015-531.40-30	Other	200.00		200.00
195-6015-531.41-30	Postage & Freight	2,000.00	776.69	1,223.31
195-6015-531.43-10	Water	20.00	27.17	7.17-
195-6015-531.43-20	Sewer	100.00	13.14	86.86
195-6015-531.43-30	Electricity	560.00	361.13	198.87
195-6015-531.43-40	Refuse/Waste Disposal	100.00	61.72	38.28
195-6015-531.45-10	Property/Liability	7,818.00	7,818.00	
195-6015-531.46-22	Equipment-Garage	19,600.00	19,632.34	32.34-
195-6015-531.47-00	Printing & Binding	10,000.00	628.82	9,371.18
195-6015-531.48-00	Promotional Activities	15,000.00	4,671.94	10,328.06
195-6015-531.51-10	Office Supplies	3,131.00	1,401.89	1,729.11
195-6015-531.52-10	Gas, Lubricants, & Oil		3,776.24	3,776.24-
195-6015-531.52-20	Small Tools & Equipment	4,000.00	375.04	3,624.96
195-6015-531.52-40	Uniforms	1,500.00		1,500.00
195-6015-531.52-90	Other	1,300.00		1,300.00
195-6015-531.54-00	Books, Pub, Subsc, & Memb	3,100.00	2,500.00	600.00
195-6015-531.64-40	Misc. Equipment	869.00	868.69	.31
TOTALS:		1,461,744.00	631,065.25	830,678.75

2013 FROM ACCOUNT: 195-6015-531.00-00 THRU ACCOUNT: 195-6015-531.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
195-6015-531.12-10	Regular	152,651.00	77,285.00	75,366.00
195-6015-531.12-20	Leave Payout		514.45	514.45-
195-6015-531.12-25	Other increases			
195-6015-531.12-30	Natural Disaster Regular			
195-6015-531.12-50	Unused Vacation Pay			
195-6015-531.13-10	Part Time			
195-6015-531.14-10	Standard Overtime	19,038.00	639.78	18,398.22
195-6015-531.14-30	Natural Disaster Overtime			
195-6015-531.15-10	Longevity		375.00	375.00-
195-6015-531.15-20	Incentive			
195-6015-531.15-25	Labor Capital			
195-6015-531.15-30	Other Pays			
195-6015-531.21-00	FICA Taxes	12,246.00	5,303.76	6,942.24
195-6015-531.22-10	Defined Benefit Plan	45,209.00	45,209.04	.04-
195-6015-531.22-20	401-a Plan			
195-6015-531.23-00	Life & Health Insurance	22,214.00	22,214.04	.04-
195-6015-531.23-10	Life & Health - Retire Fi			
195-6015-531.24-10	Workers' Comp Regular	2,103.00		2,103.00
195-6015-531.24-20	Supplemental			
195-6015-531.25-00	Unemployment Compensation			
195-6015-531.26-00	Deferred Compensation			
195-6015-531.31-50	Internal IT Support	22,251.00	22,251.00	
195-6015-531.31-90	Other	12,000.00	525.00	11,475.00
195-6015-531.34-50	Other Contractual Service	200.00	96.00	104.00
195-6015-531.34-91	Residential Elect Asst Aw	370,859.00	112,566.52	258,292.48
195-6015-531.40-10	Training/Registration	3,500.00	129.00	3,371.00
195-6015-531.40-20	Lodging/Transportation	2,000.00		2,000.00
195-6015-531.40-30	Other	200.00		200.00
195-6015-531.41-30	Postage & Freight	2,000.00	352.27	1,647.73
195-6015-531.43-10	Water	20.00	29.67	9.67-
195-6015-531.43-20	Sewer	100.00	13.58	86.42
195-6015-531.43-30	Electricity	560.00	364.69	195.31
195-6015-531.43-40	Refuse/Waste Disposal	100.00	26.78	73.22
195-6015-531.45-10	Property/Liability	3,110.00	3,110.04	.04-
195-6015-531.46-22	Equipment-Garage	19,600.00	19,599.84	.16
195-6015-531.46-26	Heavy Equipment			
195-6015-531.47-00	Printing & Binding	10,000.00	294.90	9,705.10
195-6015-531.48-00	Promotional Activities	10,000.00	227.80	9,772.20
195-6015-531.51-10	Office Supplies	4,000.00	289.96	3,710.04
195-6015-531.52-10	Gas, Lubricants, & Oil	3,500.00	5,542.30	2,042.30-
195-6015-531.52-20	Small Tools & Equipment	402,000.00	8.00	401,992.00
195-6015-531.52-40	Uniforms	2,000.00		2,000.00
195-6015-531.52-90	Other	200.00		200.00
195-6015-531.54-00	Books, Pub, Subsc, & Memb	3,100.00	2,500.00	600.00
195-6015-531.64-40	Misc. Equipment			
195-6015-531.84-99	other			
TOTALS:		1,124,761.00	319,468.42	805,292.58

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

ENERGY AUDITOR I

INTERNAL ONLY

. The City of Lake Worth invites qualified individuals to apply for the position of Energy Auditor I

This position is based on a 40 hour work week with an hourly pay of \$15.84-\$21.02. This position will work at Utilities Building located at 1900 2nd Avenue North, Lake Worth, FL 33460.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

SUMMARY:

This is a professional, technical and public contact work in the field of energy & water conservation involving residential & commercial structures. Perform residential & commercial audits. Report to the Revenue Protection Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs energy & water audits and/or high-bill concern analysis on residential & commercial accounts
- Inspects and qualifies residential & commercial customers' equipment for participation in programs offered by the Utility
- Explains benefits of Utility, City, and other agencies' customer service and assistance programs to residential & commercial customers
- Works with outside agencies in providing required information needed for customer to acquire financial assistance
- Coordinates with Customer Service Office and Meter Shop for meter tests, and with customer utility bill back-billings and refunds
- Assists with energy conservation campaigns, shows, school programs, and HOA Meetings
- Other duties may be assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have ability to use independent judgment to resolve customer concerns
- Must be able to speak clearly and effectively, in person and to large groups of consumers
- Ability to change priorities to meet service demand
- Must have Math abilities to compute accurate measurements in the field
- Ability to establish and maintain effective working relationships with customers, City Officials, employees, and other persons dealt with in the course of work.
- Ability to record and maintain detailed records.
- Ability to remain calm, courteous and professional when working with extremely upset customers
- Must possess a high level of credibility and persuasion when communicating pertinent information as it relates to high bill concerns, or projected savings information when

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

ENERGY AUDITOR I

certain measures and practices are implemented

- Must be self-disciplined and able to work with minimum supervision

EDUCATION AND EXPERIENCE:

Graduate from high school or GED. Minimum of 6 months experience in direct customer service preferred. Must be able to read and write in the English language. Must be able to follow oral and written instructions. Must communicate clearly and politely.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Certifications and certain licenses are specific to the actual position as determined by law, resolution and policy
- Must possess and maintain a valid Florida Operators Driver's License with an acceptable driving record
- Must be able to obtain Residential & Commercial Auditor Certification through Florida Municipal Electric Association certification training program in compliance with the Florida Public Service Commission, or Florida Building Energy Efficiency Rating System, or other accredited residential energy auditor-training programs within the first two years of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to physically endure extreme heat and confined space in attics and crawl spaces.
- Must be able to work around spiders, mice, rats, snakes, cats and dogs that are found at job locations
- Must be able to access attics and drop ceiling areas using ladders provided, following safety and weight requirements of ladders

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

ENERGY AUDITOR I

PROCEDURE FOR APPLYING:

Interested parties should forward a completed application packages to:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application

<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.

Organization Name

Job Description

Job Title: Conservation Management Supervisor
Department: Utilities, Conservation Management Division
Reports To: Utilities Director
FLSA Status: Exempt
Prepared By: Rebecca Matthey
Prepared Date: August 31,2009
Approved By:
Approved Date:

Summary :

This is a management position that will direct all activities of the Conservation Management Division. The Conservation Management Supervisor reports to the Utilities Director.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervises overall functions and activities pertaining to the Conservation Management Division. This includes providing for the training of residential and commercial auditors, and ensures energy audits and high bill investigations are scheduled in a timely manner and properly executed.

Supervises the design and implementation of energy conservation, key account, and value-added programs to achieve goals and objectives of the City's Electric Utility. Monitors and reports energy conservation program results to the Department of Energy. Coordinates with contracted marketing agency in marketing campaigns for the City's Electric Utility.

Screens, interviews, and hires new employees.

Completes reviews and conducts employee performance evaluation reviews. Counsels and assists employees.

Maintains confidential information. Communicates clearly with staff. Assists in solving problems.

Directs the preparation of the Conservation Management budget including salaries, operating expenses and capitol outlay.

Coordinates with and assists the Customer Service Office and T&D Division, investigating billing problems for residential and commercial accounts.

Supplies information and works with agencies.

Represent the City of Lake Worth Electric Utilities on state electric association committees, and local organizations and agencies.

Speaks at local organizations, civic groups and club meetings.

Performed other work as required.

Supervisory Responsibilities:

Supervises all Conservation Management Division positions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have knowledge of utility rates, rate structure, billing, and utility terminology. Ability to plan, organize, delegate, analyze and review the work of employees who are engaged in the energy conservation, added value and marketing programs of the City's Electric Utility.

Ability to maintain a varied and complex record system and to prepare reports and recommendations from these records.

Ability to maintain and prepare fiscal budget and monitor and obtain fiscal results.

Ability to establish short and long term goals for this division and its personnel.

Ability to work independently to achieve department goals and objectives.

Ability to communicate clearly and effectively in written form or in person to customers, upper management, representatives of outside agencies and employees.

Ability to remain calm, courteous and professional, when working with customer concerns, relating to utility services and billing.

Education and/or Experience:

Graduate of an accredited four-year college or university with a degree in Business Management or Marketing and a minimum of three (3) years in Energy Management or Conservation.

At the discretion of the Utility Director or designee, an Associates Degree in Business Management or Marketing from an accredited college or university with a minimum of five (5) years professional experience in Energy Management or Conservation may be acceptable for this position.

Language Skills:

Ability to read and comprehend related technical information and legal documents. Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Effectively present information to top management and/or the general public.

Mathematical Skills:

To calculate figures and amounts. Able to use a calculator.

Reasoning Ability:

To be able to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

Knowledge of Excel and Word programs.

Certificates, Licenses, Registrations:

Certified as an Energy Auditor I & II is a plus.

Other Skills and Abilities:

Must be able to work independently. Familiarity with Utility employee safety requirements.

Other Qualifications:

Must be able to work independently.

Minimum of five (5) years managerial experience.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs or technological developments).

Organization Name

Job Description

Job Title: Project Coordinator

Department: Utilities, Conservation Management Division

Reports To: Conservation Management Supervisor

Salary Range: \$17.00 to \$23.00

FLSA Status:

Prepared By: Joel Rutsky

Prepared Date:

Approved By:

Approved Date:

Summary:

Oversee all on-going projects and programs of the Conservation Management Division. The Project Coordinator reports to the Conservation Management Supervisor.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Coordinates all projects and programs pertaining to the Conservation Management Division. This includes rebates, Energy Conservation Assistance Program (ECAP), energy audits, weekly reports, work orders, high bill investigations and all future projects and programs. The Project Coordinator will ensure all appointments are scheduled in a timely manor and properly executed. Act as the key person for the Division's budget and maintain all records pertaining to the budget.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to plan, organize, analyze and follow up to ensure all programs and projects stay on schedule. Ability to maintain a varied and complex record system and to prepare reports and recommendations from these records. Ability to maintain and prepare fiscal budget and monitor and obtain fiscal results. Ability to work independently to achieve department goals and objectives. Ability to communicate clearly and effectively in written form and in person to customers, upper management, representatives of outside agencies and employees. Ability to remain calm, courteous and professional, when working with customer concerns, relating to utility

services and billing. Must be able to work with budgets, schedules, numbers and people.

Supervisory Responsibilities Qualification

None.

Education and/or Experience:

Graduation from a recognized high school or possession of a recognized equivalent certification. A minimum of 3 years project coordinator experience. Experience with energy efficiency programs desirable.

Language Skills:

Ability to read and comprehend related technical information and legal documents. Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Effectively present information to top management and/or the general public.

Mathematical Skills:

To calculate figures and amounts. Able to use a calculator.

Reasoning Ability:

To be able to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

Must be proficient in the use of a personal computer (PC) using such software as Word, Outlook, Excel, Access, Power Point and Internet Explorer.

Certificates, Licenses, Registrations:

A valid Florida driver's license.

Other Skills and Abilities:

Must be able to work independently. Bi-lingual a plus. Must have excellent time management and follow up skills.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

ADMINISTRATIVE SECRETARY

The City of Lake Worth invites qualified individuals to apply for the position of Administrative Secretary.

Closing: Open until Filled

This position is based on a 40 hour work week with an hourly pay of \$14.25. This position will work at Utilities Building located at 1900 2nd Avenue North, Lake Worth, FL 33460.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

SUMMARY:

Responsible secretarial work and administrative work assisting the department or major division head in the operation of assigned functions. Specific responsibilities may vary as they relate to the job duties and requirements of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as aide and assistant to division or department heads by carrying out general secretarial duties.
- Assists Executive Secretary by planning, initiating and carrying to completion clerical, secretarial and administrative office activities.
- Prepares correspondence independently; performs administrative duties and other functional tasks as directed with latitude for the use of independent judgment and minimal supervision.
- May take confidential correspondence in shorthand or Dictaphone machine. Transcribes accurately.
- Researches and prepares a variety of reports. Prepares and maintains statistical and technical reports.
- Prepares board, commission or other executive meeting agenda, may transcribe minutes.
- Assists in the determination and preparation of department budget.
- Aids and assists with customer/citizen complaints and refers them to proper division head.
- Assists with citizen/City communication, phones, problems resolution or direction.

SUPERVISORY RESPONSIBILITIES:

- Assists and/or directs other clerical staff as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of PC's and relative software, modern office equipment, practices and procedures.
- Considerable knowledge of business English, spelling, grammar, math and bookkeeping methods and procedures.
- Considerable skill and accuracy in the transcription of notes and/or taped minutes taken at meetings, etc.
- Skilled in taking and transcribing shorthand or speed writing at a prescribed rate of speed: 45 words per minute.
- Ability to prioritize work load.
- Ability to use mature judgment in making independent decisions.
- Ability to prepare detailed and comprehensive records and reports.
- Ability to supervise and review the work of clerical subordinates.
- Ability to establish and maintain effective working relationships with other employees and the general public.

EDUCATION and/or EXPERIENCE:

- High School diploma. Considerable responsible experience in a variety of secretarial/clerical and bookkeeping practices.

LANGUAGE SKILLS:

- Able to read, write, and speak English. Bilingual helpful.
- Able to relate orally as well as in writing to subordinates and to management.

PROCEDURE FOR APPLYING:

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

ADMINISTRATIVE SECRETARY

Interested parties should forward a completed application packages to:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application
<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled.

Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.