

CITY OF BURBANK

ENERGY TRADER/SCHEDULER

DEFINITION

Under limited direction, this management position prepares, schedules, and arranges for the purchase, sale, transmission and/or transfer of energy (electricity and natural gas) used in the operation of the utility, and to do related work as required.

ESSENTIAL FUNCTIONS

Buys and sells energy and performs associated activities such as scheduling and nominating, as well as marketing and trading with other suppliers to maximize utilization of City-owned resources and minimize costs to the City's rate payers; forecasts near term energy needs and market prices taking into account weather data and other variable factors affecting consumption and market prices, retrieving historical statistics, commodity markets, analyzing reports relating to fuel and equipment efficiencies and economy of operation, and mathematically calculating predicted demands; arranges for the purchase, sale, or transfer of energy for whole energy transactions with other suppliers or marketers in an economical manner; arranges and executes short-term (month or less) contracts on behalf of the City involving the purchase, sale or transfer of energy as directed; directs and appraises dispatching personnel on matters pertaining to energy contracts, and scheduling/nominating, transmission/transportation curtailments, availability of energy resources and energy pricing both verbally and in writing; does end-of-month energy accounting, checks and verifies energy billings, and approves them for payment; prepares reports and submissions to regulatory agencies and other organizations as required; represents the Power Resource Manager at meetings and appears on his/her behalf as directed before commissions, boards, and other agencies as assigned; assists in resource planning, project development, contract negotiations, and resource management and performs other related duties as required; may require rotating shiftwork, some travel, and overtime; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of –financial instruments, including commodity markets; Federal, State and local regulations pertaining to the electrical and gas utility fields; computers used in the rapid buying and selling of power; basic mathematics including statistics such as averages, percentages, and ratios; electrical engineering, power plant operations, electrical dispatching, and gas buying and nominating procedures.
- Ability to – prepare instructions and operating manuals; interpret electrical schematic drawings; read, write, communicate effectively and comprehend directions in English; effectively interact and negotiate with energy suppliers; work under pressure and maintain a high profit margin in the marketing and trading of energy; make independent judgments and decisions based on standard policy or procedure; maintain a safe working environment; establish and maintain effective working relationships with fellow employees and the public; resolve interpersonal conflicts.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or G.E.D. high school equivalent and three years of increasingly responsible subprofessional technical experience, power system operation dispatch experience, power plant operating experience, or other relevant experience in the electrical utility field or similar energy management experience with a gas utility. Or a Bachelor's Degree in engineering, science, business, finance, economics and two years of increasingly responsible utility experience. An equivalent combination of experience and education may substitute for the listed minimum requirements.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.