Job Title:	Utility Grants Specialist	**FLSA Status:**	Exempt
Department:	Public Affairs & Sustainability	**Developed:**	05/25/2022
Job Code:	0554	**Revised:**	1/14/2025

GENERAL DESCRIPTION

Responsible for assisting the Director of Public Affairs & Sustainability in administering company-wide grant-funded sustainability programs spanning various utility services and support initiatives including but not limited to wastewater plant relocation, septic to sewer conversion, sewer lining, electric grid modernization, and Manatee Center general support. This position will also support business development, community needs programming planning such as weatherization and related communications, and economic incentives planning for the various utility services as-assigned. Reports to the Director of Public Affairs & Sustainability.

ESSENTIAL JOB FUNCTIONS

(NOTE: There are also secondary functions which the employee will be required to perform.)

Supports the Director of Public Affairs & Sustainability in administering company-wide grant-funded sustainability programs and sustainability-related messaging.

Researches, identifies, and tracks grant opportunities for all utility divisions.

Communicates viable grant opportunities with the relevant utility division(s) and/or through an internal database.

Cooperatively drives development of grant proposals including narrative development, project budget preparations and related written materials by coordinating directly with the relevant utility divisions.

Tracks and manages multiple active state and federally-funded FPUA grants to ensure compliance with contracted spending and timelines, as assigned.

Facilitates onboarding workshops for grant project staff including clear protocols and responsible parties for tracking project completion.

Serves as liaison with assigned granting agencies to ensure compliance and cooperative relationships with grantors.

Develops grant reports for submission to grantors including narrative, reimbursement requests, and completion tracking. As required, supports collaborative development and compliance for grant add-ons including community benefit plans, environmental benefit reports, etc.

Assists in coordination of communications and branding initiatives as-needed for grant-related marketing and communications (i.e. www.SustainableSewer.net)

Tracks reporting metrics of programs and projects to be used in communications and grant proposal materials.

Assists in educational or public speaking affairs to educate the public about FPUA sustainability, weatherization, economic incentive, or other programs.

Assists with administration of the Utility Advisory Committee as-needed.

Serves as liaison for FPUA with key programs such as, for example, the Fort Pierce Development Review Task Force and St. Lucie County Resiliency Committee.

Performs other duties as assigned.

ESSENTIAL MINIMUM EDUCATION AND EXPERIENCE

Associate Degree in Program Management or related field, or an established work experience in the applicable field that demonstrates adequate familiarity with program management, communications, grants administration, business or community development.

Governmental or utility work experience is helpful, but not required.

Must possess exceptional interpersonal skills and judgment to effectively communicate with customers.

Must possess excellent writing, and editing skills, as well as advanced skills in Microsoft Office applications. Will be required to demonstrate proficiency by achieving an Excel and Word score of at least 70%.

A comparable amount of training and experience may be substituted in lieu of some of the minimum qualifications.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS

Must possess:

- Experience in project management and execution of community initiatives
- High level of detail and exceptional organizational skills
- Exceptional oral and written communication skills
- Working knowledge of MS Office
- Proficient presentation and public speaking skills
- A creative, yet practical mind

Ability to:

- incorporate and employ on a continuous basis: initiate change, creativity, collaboration, pride and accountability.
- be a self-starter and collaborative supporter of varied utility initiatives
- express complex ideas and concepts simply, clearly and concisely either verbally or in written form
- work independently with minimal supervision
- prepare and deliver effective presentations before civic, professional and other community groups
- react to change productively and to handle multiple tasks, as assigned
- create and maintain accurate and detailed files and records in Microsoft Word, Excel, PowerPoint, Outlook and similar programs

NECESSARY SPECIAL REQUIREMENTS

May require announced or unannounced work and the ability to respond to call-out work during non-working hours or emergencies. A valid State of Florida driver's license is required.

ESSENTIAL PHYSICAL SKILLS

Moderate lifting and carrying (15 to 25 pounds); reaching above shoulder; use of fingers, both hands required; good near and distant vision, and hearing (with or without correction). Ability to speak and communicate clearly in delivering presentations, as well as conversing with customers, co-workers and other constituents. Walking, kneeling, bending, stooping, sitting, driving an automobile and frequent use of a personal computer.

Reasonable accommodations will be made for otherwise qualified individuals with a disability. Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.

ENVIRONMENTAL CONDITIONS

Works primarily inside with frequent visits to customer locations. Required to frequently speak on the phone and work on the desktop computer. Travel that may include overnight stays.