



Open Until
Filled

Project Coordinator
/Project Manager



city of
PALM COAST



The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.



The Department and Division

The Community Development Department has a wide variety of functions that serve both internal and external customers. The divisions of the department include: Planning, Building, Code Enforcement and Construction Management & Engineering. The Construction Management & Engineering Division is comprised of 23 full-time staff that oversee the management & operation of the city's stormwater system, technical design review and construction inspection of site-work & infrastructure (utility, transportation, stormwater and civil) of private & public development as well as management of the City's Capital Improvement Plan and Projects.

The Position

The City of Palm Coast is seeking an experienced project coordinator/manager to provide a broad variety of support and management of stormwater engineering activities. Under administrative direction, the purpose of the position is to oversee, coordinate, assist and manage various stormwater engineering activities associated with stormwater programs and projects. The successful candidate will perform at entry-/mid-management level, and be responsible for coordinating/managing the projects and program development, design, construction, inspection administration activities. This position will work with the City's Stormwater Engineer to help ensure the successful implementation of the City's Stormwater Program including coordination, scheduling, managing, and oversight of consultant, contractor, and City staff efforts associated with the City's Infrastructure and MS4 permitting programs.



Key Duties and Responsibilities

- Assist the City Stormwater Engineer with planning, scheduling, prioritizing, and monitoring the City's stormwater management program. This will include assisting with the development of plans and specifications, and construction oversight for stormwater Capital Improvement projects as well as stormwater system improvements implemented by the City's Public Works Department.
- Coordinate with consultants and contractors in the development and implementation of projects and programs associated with the City's Infrastructure Program; review invoices and pay requests; review engineering plans and specifications at various stages of development for conformance with contractual requirements and design/construction standards, completeness and accuracy; make recommendations for additions and/or corrections; review proposals for design and/or construction services; and monitor cost and schedules.
- Review Preparation of engineering drawings and construction documents prepared by City technical staff and assist with the preparation of consultant and contractor requests for proposals.
- Assists in the review and approval of items such as shop drawings, material submittals, and supplementary drawings during the construction administration phase.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, and engineers to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes and regulations.
- Coordinates advertising for bidding process; reviews qualifications, bids and submits recommendations for consultant and contractor selection.
- Ensures technical and informational assistance is readily available to the inspectors, the general public, vendors and City personnel.
- Defines consultant scope of service, reviews and evaluates proposals to perform task; authorizes or recommends approval as appropriate.
- Develops, implements and monitors project budgets to ensure sound fiscal control and that projects & programs are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures and ensuring sound fiscal control.
- Works with development review and has the ability to learn to review stormwater management plans and erosion and sediment control plans as necessary and to coordinate with development review staff to ensure conformance with standards, regulations, and the City's Land Development Code.
- Maintains open communication with the general public; vendors, City personnel for the dissemination of information associated with the City's Stormwater Management Program.



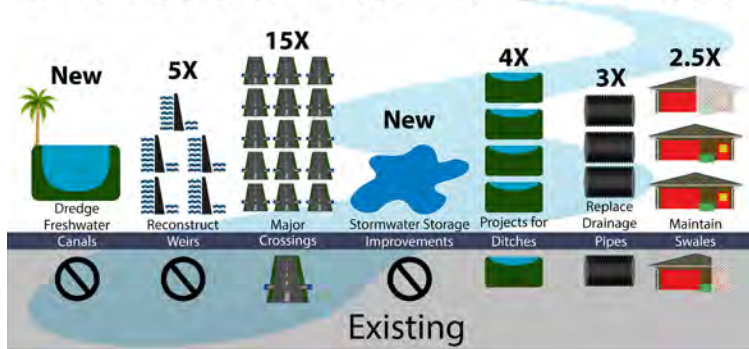
Stormwater System

The City's Stormwater System consists of approximately 1,222 miles of swales, 58 miles of freshwater canals, 31 control structures, 154 miles of ditches, 26 miles of saltwater canals, and 13 freshwater lakes that comprise 111 acres.

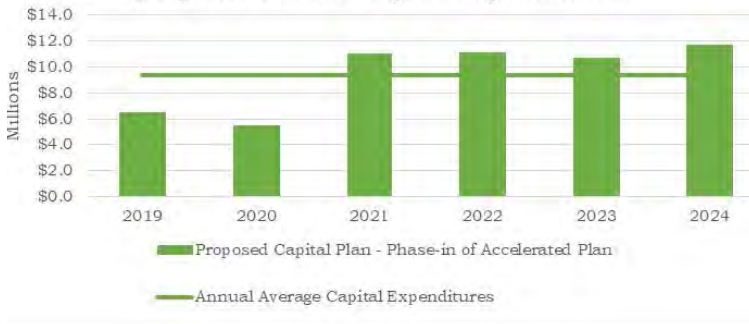
Much of the existing system is in excess of 40-50 years old. Recent storm events and prolonged periods of rain have highlighted the needs to address the City's aging stormwater infrastructure.

The City recently approved a stormwater rate increase to fund an enhanced stormwater capital plan to expedite rehabilitation and improvement projects, add more capacity, and allow system improvements that will help reduce long-term maintenance.

Enhanced Stormwater Plan Over 5 Years



Phase-in of Accelerated Capital Plan
(Projected Annual Capital Expenditures)





The Ideal Candidate

The Construction Management & Engineering Division is seeking a Project Coordinator/Manager to oversee the development of the city's stormwater capital improvement projects. The individual will be outgoing, personable and well-organized and able to multi-task and keep numerous programs/projects on track and budget. The ideal candidate will work well across department & division lines and with consultants and contractors. Experience in managing public capital projects with a primary focus on civil and/or stormwater is preferred. An Engineering Intern License (E.I.T.) is preferred, but not required.



Minimum Qualifications

- (Project Coordinator): Associate's Degree in Engineering, Architecture, Construction Management or related field; supplemented by three (3) years progressively responsible professional experience in the design, construction, inspection or project coordination/management of architecture, engineering, building, site development, stormwater, utility or roadway design and/or construction, or a closely related field; or an equivalent combination of education, training and experience.
- (Project Manager): Bachelor's Degree in Engineering, Architecture, Construction Management or related field; supplemented by five (5) years progressively responsible professional experience in the design, construction, inspection or project coordination/management of architecture, engineering, building, site development, stormwater, utility or roadway design and/or construction, or a closely related field; or an equivalent combination of education, training and experience.
- Must possess and maintain a valid FL Driver's License.

Compensation and Benefits

The anticipated starting salary range is \$48,227 – \$79,959. The salary will depend on qualifications and experience. Palm Coast offers a comprehensive benefits package; including a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's outstanding benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at: human_resources@palmcoastgov.com or (386) 986-3718.

How to Apply

Apply online through the City's website at <http://www.palmcoastgov.com/employment/openings>. Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled.

Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. A veteran's preference will be awarded per Florida law.