



Open Until Filled

Stormwater System
Cooridnator/
Senior Stormwater
System Coorindator



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 stormwater system coordinator 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. Employees in this classification perform at entry/mid-management level, and are responsible for performing a broad variety of skilled field and office work involved with the administration and operation of the City's stormwater drainage system; responsible for adhering to local, state and federal regulatory requirements, and City standards, goals and compliance.

Key Duties and Responsibilities

- Uses independent initiative and judgment in formulating and directing daily operations and long term schedules.
- Educates and communicates with residents regarding the operation and maintenance of the City's stormwater drainage system.
- Assists with the operation and oversight of the City's stormwater drainage system.
- Interpret and apply provisions of stormwater management regulations, codes, policies, and procedures.
- Assist with the development and implementation of reporting and monitoring programs related to the long-term goals of the City's Stormwater Management Program.
- Conduct inspections/investigations of potential violations of the City's Land Development Code as it relates to illicit discharges, illegal waste disposal, and/or erosion and sediment control measures.
- Provide oversight of construction activities associated with the implementation of stormwater maintenance and Capital Improvement projects performed by contractors and/or the City's Public Works Department.
- Actively participate in studies and programs aimed at monitoring and improving water quality, level of service, budgetary concerns, and scheduling associated with the City's Stormwater Management Program.
- Inspects, maintains, and oversees maintenance contracts regarding the stormwater SCADA system.
- Maintains and updates GIS information regarding stormwater infrastructure components.
- Maintains current knowledge of Federal, State and local regulatory requirements and changes.
- Actively participates in alternative studies and program trials aimed at improving water quality and level of service, budgetary concerns, and scheduling associated with the City's Stormwater Management Program.
- Actively participates in the writing of scopes of work, schedules, and contract specifications for stormwater infrastructure maintenance contracts.
- Reviews pay estimates, compiles information and reports as required regarding stormwater improvements and bridge maintenance contracts.
- Assists with the administration, enforcement, sampling, educational and reporting requirements of the City's Municipal Separate Storm Sewer System (MS4) Permit.
- Coordinates with FDOT regarding bridge inspections and maintains bridge inspection reports.



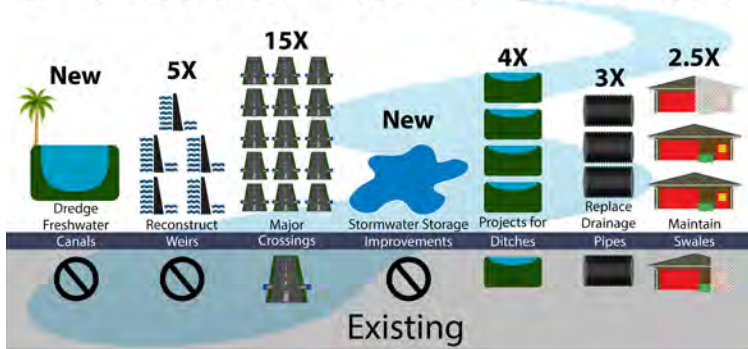
Stormwater System

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.

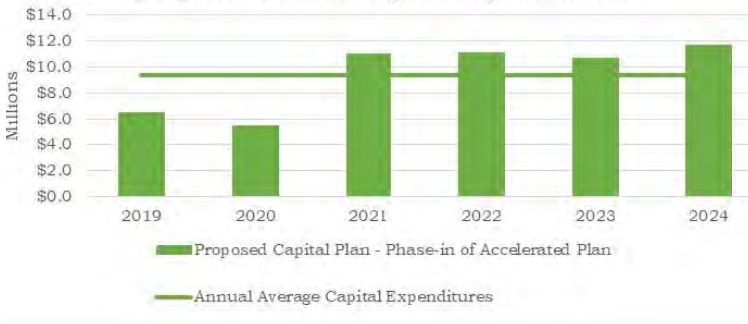
Much of the existing system is in excess of 40-50 years old. Recent storm events and prolonged periods of rain have highlighted the needs to address the City's aging stormwater infrastructure.

The City recently approved a stormwater rate increase to fund an enhanced stormwater capital plan that 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 individual will be well-organized and able to multi-task and work well in a team-oriented environment. Experience in stormwater infrastructure operations, reporting and management of regulatory and stormwater operations is preferred.



Minimum Qualifications

(Stormwater System Coordinator): Associates of Science Degree with major coursework in Civil Engineering Technology or related field, or equivalent vocational certification with major coursework in Engineering or Engineering Technology; supplemented by three (3) years work experience in stormwater drainage systems, or an equivalent combination of education, training and/or experience. Must possess and maintain a FSA Stormwater Operator Certification – Level 1 within 1-year of employment

(Senior Stormwater System Coordinator): Bachelor of Science Degree with major coursework in Civil Engineering Technology or related field, or equivalent vocational certification with major coursework in Engineering or Engineering Technology; supplemented by five (5) years work experience in stormwater drainage systems, or an equivalent combination of education, training and/or experience. Must possess and maintain a FSA Stormwater Operator Certification – Level 1 within 1-year of employment.

Both positions must possess and maintain a valid Florida Driver's License. Must possess and maintain a FDACS Public RUP Applicator – Aquatic Pest Control License and a Florida Stormwater Erosion and Sediment Control Inspection Certification within 1-year of employment.



Compensation and Benefits

The anticipated starting salary range is \$49,625 - \$81,455. 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 towards a 457 plan of 2%. 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.