



Open Until Filled

**SITE DEVELOPMENT
MANAGER
(Engineer)**



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 86,000.

The Department

The Community Development Department has a wide variety of functions that serve both our citizens and business customers. The work groups of the Department include: Building, Code Enforcement, Site Development and Planning. The Department has staffing of 56 full-time equivalents and an annual operating budget of \$6.45 million. The Department also interacts regularly with the Palm Coast Business Assistance Center to help businesses navigate the regulatory environment.

This Department administers building codes, the City's Code of Ordinances, the City's Comprehensive Plan, and the City's Land Development Code to ensure development and property complies with all applicable City, State and Federal code and regulatory requirements. This Department is forward thinking when using technology to more efficiently deliver services with most processes offered electronically and/or automated. This Department also helps the City formulate its vision and plans for the future and ensure the built environment supports those vision and plans.

The Position

The City of Palm Coast is seeking an experienced, innovative engineer who can think strategically and thrive in a collaborative, problem-solving environment. The Engineer/Site Development Manager will be passionate about building for the future of Palm Coast and fostering a “Business Friendly” environment while maintaining code compliance. As part of the Community Development Department, this position articulates expectations, develops strategy, analyzes and evaluates results to drive improvements to the City’s Site development processes. The Engineer/Site Development Manager will lead and inspire a team of administrative staff and Site Inspectors. From developing long-term strategies for continuous improvements of the development and subdivision process to addressing the day-to-day development challenges and troubleshooting customer services issues, this position will help facilitate the development process and help the City realize its vision for the future.

The Engineer/Site Development Manager will develop strategies to advance City Council key initiatives and priorities related to improving the perception of the City’s business friendliness, while maintaining the City’s high standards for the built environment. This position will also foster interdepartmental relationships and external partnerships to further some of these key initiatives.

Key Duties and Responsibilities

- Manage the Site Development work group to ensure compliance with all applicable code and regulatory requirements regarding new and existing construction for both residential and commercial throughout the City.
- Reviews and evaluates proposed development and subdivision applications, site plans, subdivisions, master plans and programs. Ensures development and construction, Civil, Stormwater and transportation, are in compliance with all applicable codes and regulations, and according to all acceptable engineering practices.
- Develops and implements a customer-focused culture providing emphasis on creating user-friendly processes and providing support to other City initiatives such as the Business Assistance Center, Innovation District, and Smart City.
- Plan, organize and implement Site Development work group goals, and coordinate and integrate all activities toward achievement of established goals and objectives.
- Participate in the development, implementation and control of division budget; ensures all functions are performed within established budgetary parameters.
- Communicate with the public, developers, contractors, architects, City Council, Department Heads and State and County Public Officials for the dissemination of information, the resolution of technical problems, and to facilitate development activities.
- Maintain current knowledge of trends and regulatory developments; manage and facilitate subdivision applications and bond process.
- Receive, respond and provide resolution to escalated inquiries and concerns from the general public, business community, City Officials, and other departments regarding engineering and inspection related issues; attends and provides presentations as needed to various committees, boards and related stakeholder groups.

Opportunities and Challenges

Providing great customer service while maintaining the highest level of engineering professional review services for development submittals and inspections are of utmost importance to our City Council and the development community at large. The selected candidate will need to balance between customer service and professional review services and demonstrate to management staff the importance of providing these services at the highest standard.

Building, Planning, Stormwater and utility reviews are important functions during the development process. Coordination and collaboration with staff are essential to ensure inclusion in the earliest stages of the development review process and seamless process for developers. The desired candidate should exhibit the ability to work across functional areas to ensure that the review and inspection process stays on target.

This position will be expected to thrive in a team environment, not only leading a team of dedicated professionals, but also working with the development community to help facilitate the development process. Efforts need to be improved in working with the development community in a collaborative problem solving approach. The Engineer/Site Development Manager will need to communicate and coordinate with applicants, contractors and other stakeholders to ensure that the City's efforts related to site development activities are aligned with City Council and departmental goals.

This Department is driven to serve our customers and citizens in a customer friendly and engaging environment combined with innovative technology. Customers and citizens are currently enjoying innovative technology such as: electronic submittal of development applications, electronic simultaneous reviews, online fee payments, inspections through tablets that result in real time, automatic notifications to applicants, etc.

In addition to innovative technology, it is imperative that the City continuously pursue opportunities for improvements of the development process and work with applicable Stakeholders to resolve day-to-day challenges. As an active member of the Home Builders Association and the Flagler County Association of Responsible Development, the Site Development Manager will and is expected to work with these professionals in a collaborative manner to seek improvements to the Site Development permit process.

Minimum Qualifications

- Bachelor's Degree in Civil Engineering or related engineering field; supplemented by ten (10) years highly responsible technical experience in engineering; or an equivalent combination of education, training, and experience.
- State of Florida Registered Professional Engineer.
- Must possess and maintain a valid Florida Driver's License.



The Ideal Candidate

The City is seeking an Engineer/Site Development Manager who will take the City's Site Development work group to the next level and fulfill the City Council and departmental goals. The Individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who embraces helping our customers and be a highly adaptive engineer able to avoid becoming stuck in traditional ruts while safeguarding the public trust.

The ideal candidate will flourish working across department lines, political boundaries and with diverse and varied stakeholders to create successful outcomes. He/she will have strong technical abilities to review civil, construction, transportation, Stormwater, and infrastructure plans while having a strong focus on creating and sustaining positive engagement and problem solving with our business customers. He/she will be able to inspire and motivate others. The ideal candidate will be a proactive listener, foster a culture of business and customer friendliness and successfully coach and empower their Site Development Team to deliver the highest quality possible.



Compensation and Benefits

The full salary range is \$76,613 – \$117,562. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match of 2% with employee contribution towards a 457 plan.

For more information, about the City's 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. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture.

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.

