



Open Until
Filled

Architect III



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 92,000.



The Department and Division

The Stormwater & Engineering Department has a wide variety of functions that serve both internal and external customers.

The functions of the department include: Stormwater Engineering, Operations & Maintenance, Facility Engineering, Utility Engineering and Transportation Engineering and Operations. The Department is comprised of 59 full-time staff that oversee the management & operation and maintenance of the city's stormwater system; operation of the city's transportation system as well as the management of the City's Capital Improvement Plan and Projects

The Position

The City of Palm Coast is seeking a qualified Architect III to oversee and manage Capital Improvement construction and engineering activities. This position is responsible for managing the project development, design, construction, inspection, and contract administration activities involving the review and evaluation of architectural and engineering plans and specifications in support of the implementation of the City's Capital Improvement Projects. The objective is to ensure development through the departmental application of all applicable Federal, State, and local codes and standards and contractual provisions.

Employee works with a high degree of independence and initiative. May plan, organize, assign and review the work of subordinate level employees. Work will involve primarily office duties and occasional field/site visits. Position is salaried.



Community Center

Key Duties and Responsibilities

- Plans and manages buildings, recreation, and facility planning, development, and construction in accordance with city/state/federal codes and regulations, and according to all acceptable engineering practices.
- Performs complex administrative and architectural support work in the design, construction, planning, and management of the City's Capital Improvement Program; develops and implements work policies and procedures, goals, and objectives for review and approval processes of the City's Capital Improvement program.
- Reviews preparation of architectural and/or engineering drawings by technical staff and consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers, and architects to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes, and regulations are enforced.
- Develops, implements, and monitors project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures, and ensuring sound fiscal control.

City of Palm Coast Parks & Facilities Division

The Stormwater and Engineering Department manages the rehabilitation and expansion of the City's infrastructure system. Much of the original infrastructure (stormwater, utility, and roadways) were put in during the initial development of Palm Coast which began in the 1970s. The department's focus is to keep the operation of our infrastructure systems functioning by assessing and rehabilitating aging infrastructure and addressing our current and future growth. The Parks & Facilities Division oversees the design and construction of various facility improvement projects, new construction projects, and parks rehabilitation & expansion projects.

Current and Future Challenges

The City of Palm Coast has experienced several construction booms, since its formation as a City in 1999 and continues to grow at a fast pace, particularly in residential development. Over the next five (5) years, an abundance of projects to include the multiple phase Public Works Facility are planned. There are also necessary facility and park rehabilitation projects to maintain, modify, improve and restore, along with the replacement of existing facilities and components that have reached the end of its useful life as well as required improvements for energy savings and ADA compliance. The projected 5-Year Capital Parks & Facilities Plan is over \$50M that will require project coordination and management.

The Ideal Candidate

The Stormwater & Engineering Department is seeking an Architect III to coordinate and be the lead contact with consultants as well as review and comment on proposed city capital projects and private development projects as they relate to city facilities. The ideal candidate will have the following attributes:

- Well organized, detailed, a quick and eager learner.
- Work well across departments and with consultants and contractors.
- A self-starter and independent with ability to interact within a group.
- Ten (10) + years of technical experience in design, construction, inspection, or project management of architecture, engineering, building, site development design, and or construction.
- Strong written and verbal communication skills.
- Extensive usage of MS Word, MS Excel and project management software.



Holland Park Shade Sail



Court Resurfacing



Waterfront Park



Fire Station 21



Aerial of Holland Park

Minimum Qualifications

- Architect: Bachelor's Degree in Architecture or related engineering field; supplemented by ten (10) years highly responsible technical experience in progressively responsible professional experience in the design, construction, inspection, or project management of architecture, engineering, building, site development design, and/or construction, or a closely related field; or an equivalent combination of education, training, and experience
- Must possess and maintain a valid Florida Driver's License.
- Must be a Registered Architect in the State of Florida

Compensation and Benefits

The anticipated starting salary range is \$81,279.01-\$140,311.13. 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 Information

The City of Palm Coast is an Equal Opportunity Employer. A veteran's preference will be awarded per Florida law.