



## **CLASSIFICATION DESCRIPTION**

**TITLE: STORMWATER OPERATIONS MANAGER / ENGINEER**      **JOB CODE:20/21 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under executive direction, the purpose of the position is to oversee and manage the operations and maintenance of the stormwater drainage system. Employees in this classification perform at an upper management level and are responsible for managing administrative and supervisory work in support of the operation and maintenance of stormwater drainage facilities, road and utility right-of-way easements, and residential construction. Employee works with a high degree of independence and initiative and is responsible to plan, organize, assign and review the work of subordinate level employees.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, allocates, and monitors time, people, consultants, contractors, and other resources to ensure efficient and effective completion of assigned goals and objectives.
- Trains and coordinates with engineering and technical support staff.
- Conducts performance evaluations and sets goals for assigned staff; provides recommendations for corrective actions as appropriate.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Monitors on-site inspections; consults with staff, field personnel, to ensure compliance with the plans, standards, specifications, special requirements, codes, and regulations are enforced.
- Assists in the preparation of ordinances, resolutions easements, and other documentation as directed.
- Ensures technical and informational assistance is readily available to the inspectors, the public, vendors and City personnel.
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- Evaluates management policies, programs, and processes for effectiveness, accuracy, and efficiency.
- Develop, implement and monitor operational 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.
- Maintains open communication with the public, vendors, City personnel for the dissemination of information. Maintain active communication with contractors, consultants, government agencies and the public.
- Provides technical information and interpretation to the public, developers, permitting agencies, consultants, contractors, and other City staff.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in a technical field related to Civil Engineering, business management or project management; supplemented by ten (10) years' experience in stormwater or utility maintenance/or construction, or a closely related field; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Must possess and maintain a valid Florida Driver's License.
- Florida Stormwater Erosion and Sediment Control Inspection Certification (or obtain within one year of employment).
- Stormwater Operator 1 & 2 License (or obtain within 1 year of employment).
- Registered Professional Engineer within the State of Florida (or able to register as a P.E. in the State of Florida within one (1) year of the start date of employment into the position) this is a requirement for PG21.

### **GENERAL KNOWLEDGE, SKILLS AND ABILITIES**

- Possess knowledge and understanding of current local, state and federal regulation relative to stormwater systems.
- Ability to understand and follow complex written and oral instructions.
- Ability to effectively supervise and train a staff comprised of engaged in carrying out departmental functions.
- Knowledge of effective management/administration principles, e.g., budget development and administration; project programming, contract administration; management principles and techniques.
- Skill in interpreting rules, regulations, and policies for effective decision-making in accordance with established precedent.

- Interpersonal, leadership, planning, management, and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, and summarizing statistical data and related materials.
- Ability to utilize personal computers, standard office equipment, and standard software applications, e.g., word processors, database software, spreadsheet applications
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers, and the public.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinances, statutes, and regulatory standards applicable to the work.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 40 pounds; may utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee may be exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.