



CLASSIFICATION DESCRIPTION

TITLE: MS4 & FLOODPLAIN MANAGEMENT COORDINATOR JOB CODE: 15 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under administrative direction, this position is responsible for coordinating with the Community Rating System (CRS), the Federal Emergency Management Agency, the Insurance Services Office, Inc, and the Florida Department of Environmental Protection (FDEP) to document and safeguard the City's involvement in the National Flood Insurance Program (NFIP), CRS, and the Municipal Separate Storm Sewer System (MS4) Phase II permit. This position will ensure that the City meets the responsibilities necessary to maintain and/or improve Palm Coast's classification and flood insurance discount in the program. This position will report to the Stormwater Engineer and will work in an independent manner and is expected to make independent decisions and judgments on Floodplain Management, CRS, and MS4 issues.

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.

- Performs field reviews, responds to concerns, and documents observations and investigations related to compliance with the City of Palm Coast's Floodplain Land Development Regulations.
- Reviews building permit applications for compliance with the City of Palm Coast's Land Development Regulations, as they pertain to flood protection, including the determinations of substantial improvement or damage including Construction Certifications (elevation certificates, floodproofing certificates, etc.).
- Maintains flood insurance rate maps, flood insurance studies, and letters of map changes, as required while working with the Stormwater Engineer.
- Reviews, researches, and compiles materials necessary to demonstrate compliance during the required MS4 activities and CRS recertifications and verification cycles.
- Prepares and/or reviews all necessary paperwork, permits, forms and reports for compliance with the National Pollutant Discharge Elimination Systems (NPDES) Municipal Storm Sewer General Permit (MS4GP) and presents to the city's MS4 Operator for review and approval.
- Oversees the implementation of the Minimum Measurable Goals as listed in the MS4 Permit, which includes public outreach, education, training, illicit discharge detection & elimination, construction, post construction, good housekeeping, and pollution prevention.

- Answers all questions, provides Letters of Determination, responds to speaking engagement requests, and meets with citizens, insurance agents, realtors, and builders to communicate concerns related to floodplain management and/or illicit discharge.
- Works with GIS staff to ensure that Palm Coast's GIS products are updated with map changes.

MINIMUM QUALIFICATIONS, TRAINING, AND EXPERIENCE

Bachelor of Science Degree with an emphasis in Engineering, Environmental, or related field.

Five (5) years responsible experience in floodplain management.

Or an equivalent combination of relevant training, education, and experience in reviewing development plans and permit applications for compliance with the flood resistant design and construction standards.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a Florida Driver's License.

Must possess an Association of State Floodplain Managers Certified Floodplain Manager (CFM) certification or ability to do so within 12 months of hire date.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and familiarity with the National Flood Insurance Program, Community Rating System, Municipal Separate Storm Sewer System permits, general building codes and enforcement, flood hazard mapping methodologies, and intergovernmental cooperation.
- Knowledge of the basic principles and practices of building, zoning, FEMA, and FDEP regulations
- Ability to review elevation certificates and related permit applications to determine compliance with floodplain management requirements.
- Ability to perform site visits and inspections.
- Ability to interpret plans, technical drawings, construction documents, specifications and blueprints, and compare them with construction in progress.
- Ability to take direction and communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with other staff, contractors, engineers, architects, property owners, other employees, and the general public.
- Ability to operate basic office equipment and software, e.g., Microsoft Office, printers/scanners, Esri products.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 35 pounds.
- While performing the essential functions of this position the employee may be exposed to disagreeable environmental factors.

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.