

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

STORMWATER ENGINEER

Department: Office of the County Engineer
Pay Grade: 117
FLSA Status: Exempt
Job Class: 2013
Risk Code: 8810

JOB SUMMARY

Responsible for the design, implementation of construction, reconstruction, operation, and maintenance of County stormwater systems, flood control, water resources protection, and inter-local coordination of stormwater related issues and programs.

ESSENTIAL JOB FUNCTIONS

- Serves as a section manager over a team of staff. Provides direction and supervision, conducts performance evaluations, interviews prospective employees, and makes recommendations to the County Engineer related to promotions, hiring, and discipline.
- Approves, directs, and designs stormwater systems and related projects and administers effective management and implementation of design, construction, and maintenance contracts performed by private consultants and contractors on behalf of the department.
- Supports the Development Review Committee (DRC) and the Development Review process by providing direction and comment on development review plans. Ensures that developers, private consulting firms, and contractors comply with the stormwater and water resources related requirements and processes of the Marion County Land Development Code, Comprehensive Plan, Ordinances, Resolutions, and other approved protocols.
- Addresses citizens' stormwater related complaints and coordinates or provides for remedial action as appropriate.
- Administers and implements the County's National Pollutant Discharge Elimination System (NPDES) permit and response efforts, including Total Maximum Daily Loads (TMDLs) and Basin Management Action Plans (BMAPs) as they relate to stormwater.
- Serves as a lead role to coordinate with other County departments promoting that responses to all County allocations concerning water resource protection are not in conflict, knowledgeable of each other, and coordinated as appropriate.
- Participates in the development of design and construction standards, and their implementation, considering protection of the health, safety, and welfare of the citizens of Marion County, as well as response to NPDES, TMDL, and BMAP needs.

- Establishes procedures and coordinates efforts to promote a professional working environment with developers and engineers on plan submittal and review of plans.
- Provides technical advice and guidance related to design, construction, and maintenance of stormwater systems.
- Oversees the design and implementation of large-scale projects and operations for the correction of major stormwater problems which involve flooding of County maintained streets and roads.
- Provides cost estimating for design, implementation, and construction of stormwater system and water resource protection improvements.
- Oversees the development of County-wide stormwater management plans as long-range and short-range plans, considering maintenance, capital, and overall watershed needs.
- Oversees the development and administration of section budget. Reviews section expenditures. Annually prepares and updates Five-Year Plan that demonstrates delivery of stormwater system and water resources protection needs within a balanced budget.
- Arranges and applies for permits with regulatory agencies for stormwater and quality control of drainage systems.
- Oversees the identifying and applying for sources of stormwater-related funding from state and federal agencies.
- Oversees the administration and coordination of inter-governmental stormwater-related projects.
- Prepares and presents reports to the Board of County Commissioners, County Administration, the County Engineer, stakeholders, homeowner associations, and residents, etc.
- Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a moderate size staff of engineers, technicians, and inspectors. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Civil or Environmental Engineering or equivalent; and seven (7) years' progressively responsible experience in related engineering work; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Registered Professional Engineer in the State of Florida.
- Erosion and Sediment Control Certification within one (1) year of appointment.
- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 certifications within three (3) months of appointment.
- FEMA NIMS IS-300 and IS-400 Certifications within one (1) year of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to the highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in either mathematical or diagram form and deal with multiple abstract and concrete variables simultaneously.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism in its most difficult phases.
- Knowledge of permitting requirements of other regulatory agencies.
- Knowledge of urban and rural drainage standards and specifications for design and construction.
- Knowledge of and ability to provide direction in AutoCAD and/or Civil 3D, ICPR, Geographic Information Systems (GIS) or equivalent design software.
- Knowledge of overall planning for county-wide drainage systems.
- Knowledge of principles and practices of public administration, organization, and budgets.
- Knowledge of effective management techniques.
- Skills in organization and task prioritization.
- Ability to plan, direct and supervise, while maintaining effective working relationships with employees and the public.
- Ability to proficiently use word processing software, including Microsoft Office suite, databases, and email.

- Ability to develop plans, policies, specifications, and programs continually.
- Ability to design and supervise construction of drainage systems and related facilities.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and will regularly be required to sit, and use hands to finger, handle, or feel, and frequently talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles, vibration, and outdoor weather conditions. Work may require performing tasks in and around heavy traffic.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.