

TITLE: Engineering/Stormwater Coordinator

DEPARTMENT: PUBLIC WORKS

GENERAL DESCRIPTION:

A technical position responsible for coordination with developers and contractors, inspecting underground and pertinent site phases of subdivision and commercial development. Other responsibilities include plan review, stormwater calculation verifications, field modifications, and surveying verifications. Right of Way Excavation permits for franchised utilities is a function of this position. Familiarity with NPDES, TMDL, Erosion Control and Illicit Discharge programs are also required.

ESSENTIAL POSITION FUNCTIONS:

- Review and preliminary approval of subdivision and commercial plans.
- Responsible for physical inspections of approved projects and capital improvement projects pertaining to Public Works and FDOT specifications.
- Coordinate and attend various meetings with developers, engineers, and franchised utilities.
- Prepare correspondence and reports.

EXPERIENCE:

- Underground Utilities - installation procedures and manufacturers recommendations.
- Road Construction- Compaction, , Densities, Curb and Gutters and Asphalt Types
- Plans – Site, Cross Sections, Shop Drawing Reviews
- Surveying – compiling field data
- Stormwater – ERU Calculations, Pre vs. Post Calculations, MSSW Permitting,
- Site Inspections - Lot Drainage, Driveway, and Sidewalk criteria
- Illicit Discharge Prevention and Reporting
- R/W Excavation Permitting (Franchise Utilities)
- FDOT Construction Standards
- Soil and Sedimentation Permits
- Civil Engineering – In House Design

QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of principles and practices of Civil Engineering as applied to the construction industry.
- Ability to communicate with professional engineering personnel and the general public.
- Skilled in reading plans and survey field notes.

EDUCATION AND EXPERIENCE:

- Preferred graduate with an Associate's Degree in Civil Engineering and or 5 years experience in a related field.

LICENSES, CERTIFICATES and MEMBERSHIPS:

- Valid Florida Drivers License – CDL Preferred

PHYSICAL SKILLS:

- Walking, Standing, Bending, Climbing, Driving

ENVIRONMENTAL CONDITIONS:

- Job duties indoors
- Job duties outdoors in various weather conditions
- Maneuver uneven surfaces