

**MAJOR FUNCTION**

This is highly responsible managerial, professional, and technical work directing, planning, coordinating and administering the Stormwater Division's programs such as floodplain management, lakes monitoring, water quality protection, National Pollutant Discharge Elimination System (NPDES) compliance and utility billing. Important contacts are required with the public, neighborhood groups, businesses, business groups, officials of county, state and federal agencies, and consulting engineers. Duties are performed with considerable independence and discretion, requiring the exercise of extensive judgment and initiative in day-to-day operations. Work is performed under the general supervision of the Manager-Water Resources Engineering who reviews the work through conferences, evaluation of completed projects, and analysis of reports.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs, trains and supervises staff such as Program Engineers, Engineer IIIs, GIS Analysts and other technical/scientific staff in implementing Stormwater Management programs such as floodplain management, lakes monitoring, water quality protection, National Pollutant Discharge Elimination System (NPDES) compliance, and utility billing. Manages the Stormwater On-site loan Mitigation Program. Directs the operations and maintenance of the Lake Ella alum treatment system. Coordinates the review of major development projects, including negotiation, preparation and approval of stormwater facilities master plans. Responds to citizen inquiries for services. Coordinates and expedites the development and implementation of stormwater programs with the public, City departments, county, state and federal agencies. Develops and administers a citizen participatory/public input process for stormwater programs. Educates internal and external customers on stormwater program concepts, available City programs, stormwater pollution reduction strategies, and other program aspects. Contracts with and manages multiple inter-disciplinary consultant contracts or City staff to prepare engineering, technical or scientific reports and/or studies. Prepares and administers program budget. Recommends and/or purchases equipment and materials; and recommends expansion of services. Recommends hiring, transfer, promotion, grievance resolution or discharge of subordinate personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Act as technical liaison for stormwater issues involving departments, divisions, public, county, city, state and federal legislative bodies. Seeks grant funding for stormwater programs and prepares proposals, negotiates scopes and contracts for such grants. Represents the Stormwater Division at staff meetings, conferences, seminars, workshops, public hearings and other functions as required. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the management, planning, design, administration, operation and maintenance of stormwater programs and facilities. Knowledge of local, state and federal laws, codes, and statutes relating to stormwater management. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing. Ability to work with citizens, neighborhoods, and internal and external agencies to develop broad based project consensus. Skills in public deliberations and stormwater programs planning and design. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Ability to schedule and direct the work of subordinates. Possesses management style and values that are consistent with the City of Tallahassee's mission and values.

Minimum Training and Experience

Possession of a Bachelors degree in civil engineering or a related field and five years of professional and administrative experience that includes stormwater program/project planning, development and/or design; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement:

Must possess registration as a professional engineer at the time of application and attain registration as a professional engineer in the State of Florida within one year from date of appointment, as a condition of continued employment.

Must possess a valid class "E" State driver's license.

Established: 08-04-07

Revised: 02-04-09