

## **NPBCID Staff Engineer**

Northern Palm Beach County Improvement District is seeking applications for the position of Staff Engineer. This is a professional and administrative engineering position involved with a wide variety of engineering projects. This employee will be responsible for planning, coordinating and approving the work of professional and technical staff, preparation and implementation of designs and/or project specifications; reviewing site plans and permits and development review with contracted professional engineers. Work is complex and requires considerable contact with staff as well as public and private organizations. A high level of independent professional judgment and decision making is essential. General duties include:

- Manages and directs District permitting and project staff as well as administrative personnel to support the development and execution of engineering projects and the District Permit Program.
- Responsible for developing work plans, project assignments, research, project coordination, budgeting, funding and development of project schedules.
- Ability to plan and direct the work of contracted professional engineers and technicians in a manner conducive to effectuate performance.
- Assist with the coordination and administration of project management activities for multiple construction-related projects, including planning and implementing required administrative and project management tasks for development. Position has oversight of budget and schedule, and satisfies the necessary contract preparation required for procurement and contract authorization in accordance with District policies and procedures.
- Develops and maintains reports to keep the District Engineer informed of project status.
- Staff Engineer must understand Northern's surface water systems, including gravity systems, pumped systems and emergency operable gates as well as thoroughly understand engineering procedures and the regulatory permit requirements as they apply to each of Northern's surface water management system.
- This position requires strong administrative, management, computer, communication and organizational skills.

The work environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Must possess highly effective team-

building skills with experience in applying approaches, tools, and techniques for working with individuals and teams in a constructive and collaborative manner.

Bilingual is a plus. Minimum requirements include:

- Superior written and verbal communication skills.
- Thorough knowledge of the principles and practices of civil engineering.
- Must have considerable engineering and construction project management experience.
- Thorough knowledge of stormwater systems and calculations, including developing and maintaining flow rating equations for various types of water control facilities throughout the District (pump stations, control structures and culverts).
- Thorough knowledge of applicable construction principles and practices including road construction, water and wastewater collection system construction, heavy excavating and drainage system construction.
- Knowledge of regulatory permits in general and surface water management systems in particular is essential.
- Considerable knowledge of spreadsheets, databases and computer skills is required.
- A four-year degree from an accredited college or university with major coursework in engineering.
- Four (4) years of qualifying project management experience with emphasis in construction-related project administration and technical experience and demonstrated ability to lead others and have successful results. Includes three (3) years progressively responsible management level experience in engineering, public works, road and bridge construction, stormwater management or any combination thereof.
- Experience with special districts, municipal government or other governmental body is a plus.
- Registration as a Professional Engineer in the State of Florida or the ability to obtain State of Florida registration within 12 months of hire.
- Strong interpersonal skills and the self-discipline to work in a multi-tasking environment and meet given deadlines.

A valid Florida's Driver's License with a good driving record is required. Should live within 30 miles of the District or have the ability to relocate within six months. Northern Palm Beach County Improvement District is a Drug Free Workplace.

Starting salary range: \$80,000-\$120,000, plus benefits. OPEN UNTIL FILLED. Send resume and application to Northern Palm Beach County Improvement District, 359 Hiatt Drive, Palm Beach Gardens, Florida 33418 or email to HR@NPBCID.ORG. Applications are available at WWW.NPBCID.ORG.

Job Type: Full-time

Pay: \$80,000.00 - \$120,000.00 per year

Benefits:

- 401(k)
- AD&D insurance
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday – Generally 8:00 AM – 4:00 PM

Ability to Commute:

- Palm Beach Gardens, FL 33418 (Required)

## **NPBCID POSITION DESCRIPTION**

**TITLE:** STAFF ENGINEER

**REPORTS TO:** DISTRICT ENGINEER

**SUPERVISES:** PROJECT COORDINATOR, PERMITS COORDINATOR AND PROGRAMS ADMINISTRATOR

**SUMMARY:** This is a professional and administrative engineering position involved with a wide variety of engineering projects. This employee will be responsible for planning, coordinating and approving the work of professional and technical staff, preparation and implementation of designs and/or project specifications; reviewing site plans and permits and development review with contracted professional engineers. Work is complex and requires considerable contact with staff as well as public and private organizations. A high level of independent professional judgment and decision making is essential.

- Manages and directs District permitting and project staff as well as administrative personnel to support the development and execution of engineering projects and the District Permit Program.
- Responsible for developing work plans, project assignments, research, project coordination, budgeting, funding and development of project schedules.
- Ability to plan and direct the work of contracted professional engineers and technicians in a manner conducive to effectuate performance.
- Works with the Finance Department to ensure that resources are properly allocated and deadlines and funding constraints are as planned.
- Assist with the coordination and administration of project management activities for multiple construction-related projects, including planning and implementing required administrative and project management tasks for development. Position has oversight of budget and schedule, and satisfies the necessary contract preparation required for procurement and contract authorization in accordance with District policies and procedures.
- Develops and maintains reports to keep the District Engineer informed of project status.
- Staff Engineer must understand Northern's surface water systems, including gravity systems, pumped systems and emergency operable gates as well as thoroughly understand engineering procedures and the regulatory permit requirements as they apply to each of Northern's surface water management system.
- This position requires strong administrative, management, computer, communication and organizational skills.

### **DUTIES AND RESPONSIBILITIES:**

- Directs the day-to-day workings of the permitting division in order to ensure that District facilities and property are protected. Works with contractors, engineers and landowners (including property and home owners associations) to provide this oversight.
- Performs detailed review of complex permit applications that involve District facilities and recommends approval or denial, of same.
- Provides technical assistance on permitted projects as requested by the District Engineer.
- Assist with the review of District access needs/rights to ensure maintenance responsibilities can be met.

- Prepares technical reports, completes data analysis, and prepares technical presentations.
- Attends appropriate meetings making presentations and provides input as necessary. Represents the District in dealing with residents.
- Meets the general public and answers questions. Receives and responds to public requests for information and receives complaints regarding work activities from the central office; reports action and results to District Engineer.
- Develops mechanisms to respond promptly to citizen needs, requests and complaints.
- Keeps the District Engineer apprised of the department's progress and notifies him/her of any and all significant events which come to his/her attention.
- Preparation of bid estimates and documents for District infrastructure, capital and maintenance projects.
- Ensure regulatory agency permit requirements are complied with and may assist in their acquisition.
- In accordance with District's personnel policy framework, selects, trains, supervises, evaluates, promotes and disciplines subordinate staff. Reviews actions with District Engineer.
- Keeps abreast of new trends, technologies and policies in management. Works with the Finance Director to support technological training, upgrades, and equipment.
- Participates in the development of design criteria for improvements to be maintained by the District.
- Performs other duties as required.

**Work Environment:**

- This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Sufficient eyesight to read fine statistical reports and standard text/data on computer screens.
- Ability to speak and hear at normal conversational levels in person and over the telephone. Manual dexterity to write legibly and to use calculators, computer terminals and other general office machines.

**Position Type/Expected Hours of Work:**

- This is a full-time position. Hours of work are Monday through Friday, 8:00 a.m. to 4:00 p.m. Hours may vary depending upon circumstances.

- Ability to work nights and weekend during emergencies.

#### **EDUCATION AND EXPERIENCE:**

- Superior written and verbal communication skills.
- Thorough knowledge of the principles and practices of civil engineering.
- Must have considerable engineering and construction project management experience.
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