

LAKE WORTH DRAINAGE DISTRICT

JOB POSTING

Permit Coordinator

GENERAL DESCRIPTION:

Professional, technical position responsible for reviewing applications, issuing permits and coordinating work, including review and approval of construction plans, record drawings and project certifications for facilities or improvements proposed within the District's rights of way. Additional responsibilities include interdepartmental and intradepartmental coordination, as well as coordination with external customers, other governmental agencies and utility companies. Work is performed under the supervision of the Assistant Director of Right of Way.

ESSENTIAL JOB FUNCTIONS:

- Reviews applications and issues permits for requests to utilize and/or occupy the District's right of way such as drainage outfall connections, bridges, piping, culvert crossings, utilities, fences/gates, docks, seawalls, monitoring wells, temporary use and other encroachments within District right of way.
- Supports the District's permitting, compliance and canal rehabilitation programs and provides engineering review and assistance as needed.
- Coordinates closely with District Right of Way Inspectors relative to issues involving projects permitted by the District.
- Performs site visits, as necessary, to address problems during permitting and construction of facilities or improvements located within District right of way and on projects requesting temporary use of District right of way.
- Reviews/coordinates requests to receive drainage services and annex into District boundaries.
- Coordinates closely with public and private individuals and organizations relative to permitting questions and requests.
- Works to coordinate, resolve and/or otherwise address issues with other governmental agencies and utility companies relative to District right of way, while maintaining a good working relationship with these entities.
- Recommends and assists with updates and/or enhancements to the District's permitting program to realize efficiencies and reduce redundancy. Recommends and assists with updates to permit policies, conditions, permit forms, fees and guidelines.
- Prepares and performs presentations, along with supporting material and exhibits, for Board of Supervisors' meetings relative to District right of way issues.
- Assists with County and municipality land development review programs and provides input on drainage or maintenance impacts of construction projects adjacent to or adjoining District drainage canals and facilities.
- Conducts research relative to the District's drainage system and associated permitting.
- Tracks permits issued by other governmental/regulatory agencies such as South Florida Water Management District, Palm Beach County, and municipalities within the Lake Worth Drainage District boundaries.

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- As part of District's emergency response role, provides support before, during and after major storm events and emergency situations such as hurricanes or other declared emergencies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Experience:

Typically has a Bachelor's degree in Engineering or related field and 4+ years of engineering, surveying, construction and/or right of way permitting experience. Interest in career development, including working towards a professional engineering license is desirable.

Licenses: Valid Florida Driver's License. Licensed Professional Engineer preferred.

Knowledge, Skills and Abilities:

- Basic knowledge of Chapter 2009-258 Laws of Florida and under Chapters 189 and 298 Statutes regarding LWDD right of way permitting, interests and related criteria.
- Basic knowledge of land interests, including but not limited to, forms of ownership such as fee simple or easement, plat dedications and real estate laws and practice.
- Ability to read and comprehend construction plans, site plans, topographic surveys, boundary surveys, and other design, surveying and construction documents.
- Knowledge of construction techniques and methodology.
- Skills in basic engineering calculations, including surface and channel cross sections, determination of elevations, etc.
- Excellent oral and written communication skills.
- Ability to successfully negotiate and resolve conflicts with property owners, government officials, engineers, contractors, etc.
- Knowledge of District operations and maintenance.
- Knowledge of surface water management facilities and construction, along with related facilities.
- Proficient in the use of computer software include Microsoft Office, Excel, Word, and Adobe Acrobat. Basic understanding of Global Positioning System (GPS), Geographic Information System (GIS) and AutoCAD usage and limitations.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking, standing, sitting, bending

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment

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- Occasional field work with exposure to various weather conditions
- As part of District's emergency response role, provides support before, during and after major storm events and emergency situations such as hurricanes or other declared emergencies.

Salary Grade: 115 - Min: \$25.97 Mid: \$34.41 (\$54,017/ Mid: \$71,572)

Interested candidates should submit an application or resume to Melissa Wheelihan by one of the following methods:

- Email: MWheelihan@lwdd.net
- Fax: 855-327-4846
- Mail: Lake Worth Drainage District
Attention: Melissa Wheelihan
13081 S. Military Trail
Delray Beach, FL 33484

To obtain a complete job posting and an application, please visit the District's website at <http://www.lwdd.net/contact/job-opportunities> .

Lake Worth Drainage District is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. Preference in appointment will be given to eligible veterans and spouses in accordance with applicable law. A Veterans' Preference Information form is available upon request.