

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.*

<b>Date:</b>	4/2/2018	<b>Department:</b>	Road & Bridge (6303)
<b>Title:</b>	Natural Resources Manager (0981)	<b>Reports To:</b>	Road & Bridge Superintendent
<b>Pay Grade/Salary Range:</b>	PG- 115 \$50,649.49 - \$78,506.67	<b>Closing Date:</b>	Until Filled

\*\*\*\*\*  
 Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.  
 \*\*\*\*\*

**GENERAL DESCRIPTION:**

This is a professional position responsible for supporting planning and implementation of preservation, management, and maintenance programs dealing with natural resources project management, surface, lake water, storm water flow and pollution abatement. This position oversees a variety of environmentally sensitive projects which focus on water management activities and provides support for local, special benefit, regional and state agencies regarding water management issues.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Provides professional management assistance in planning and implementing surface water and lake management programs and activities.
- Educates County agencies and the public on federal, state, and local laws, ordinances, and rules regulating the quality and conservation of County lake water.
- Provides input and comments concerning development plans in conjunction with County Land Development Regulations.
- Provides County support for the local, special benefit, regional and state agencies as needed regarding water management issues.
- Serves as County staff for TMDL development.
- Provides technical expertise for storm water and watershed related issues.
- Identifies, pursues, and manages grants and other cooperative funding to support lake water and watershed quality improvement.
- Procures permits and supervises contractor work.
- Serves as project manager for environmental restoration projects.
- Prepares agenda items for public meetings.
- Investigates water quality complaints and concerns.
- Coordinates and monitors ongoing water quality surveys, sample collection, and data reduction.
- Analyzes survey results and informs County agencies and the public on the problems discovered and likely corrective action.
- Attends meetings on surface and lake water management and environmental restoration projects.

- Interacts with County, district, state, and federal agencies, and other organizations.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of modern principles and practices of environmental resource management as applied to surface and lake water preservation and maintenance including planning and implementing short and long-range programs.
- Thorough knowledge of federal, state, local, and other agency permitting processes relating to surface water and lakes.
- Knowledge of pollution sources detrimental to the extended life cycle of surface water areas and lakes.
- Ability to analyze and computer model data for the purpose of evaluating watersheds.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, regulatory agencies and the general public.
- Ability to prepare and disseminate written reports and technical information.
- Ability to conduct meetings with local, state and federal agencies as well as members of the public.
- Understands the surface and lake water resource elements of the County's Comprehensive Plan and Land Development Regulations.

**PHYSICAL SKILLS:**

The individual in this position: Must be able to remain in a stationary, reaching, bending, pulling or stooping position for up to 50% of the time.

Use of both hands and feet with dexterity. Use of both near and far vision. Agility sufficient to operate watercraft and other equipment. Ability to operate a motor vehicle on road and off road with trailer for up to four hours continuously. Ability to understand and exchange accurate information. Ability to swim. Frequently moves materials and equipment weighing up to 40 lbs. Consistently works in outdoor environments. Occasionally works in inclement outdoor weather conditions.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:**

Bachelor's Degree from an accredited college/university in environmental or civil engineering, limnology, hydrology, biology, or related science. Two (2) years' experience in supervision plus two (2) years' experience in the planning and implementation of preservation, management, and maintenance programs dealing with lakes, storm water abatement systems, or other environmental programs preferred.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess a valid Florida Driver's License while employed.

3. **OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential.