

**Title:** Manager of Lakes and Stormwater  
**PG:** 65  
**Status:** Civil Service  
**Position Reports to:** Director of Public Works  
**Department:** Public Works

**Class Code:** 2069  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is administrative and managerial work in the Public Works Department. Responsibilities include the planning, budgeting and implementation of restoration, management, and maintenance programs associated with lakes and stormwater resources. This position oversees the operation of the City's stormwater utility. The Manager of Lakes & Stormwater supervises staff within the Division of Lakes & Stormwater.

Included in the responsibilities are the use of considerable initiative and judgment in the daily operations and in contacts required with the public, other governmental agencies, contractors, developers and professional consultants.

**ESSENTIAL FUNCTIONS:**

1. Plans and directs the activities of personnel in the Lakes and Stormwater Division.
2. Operates the City's stormwater utility program.
3. Administers the City's USEPA-NPDES permit activities.
4. Coordinates division activities with county, state, and federal governmental agencies, and other city departments.
5. Develops programs for restoration and management of lakes and pollution abatement measures for storm water discharges into lakes and streams.
6. Prepares and administers the division budget and assists in the preparation of the capital improvement programs.
7. Assists in the implementation of public relations and public awareness programs in regard to lakes and other environmental concerns.
8. Prepares applications for all permits and various grants as required, supervises projects for compliance and prepares required reports.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of modern principles and practices of environmental resource management including planning and implementation of extensive short and long-range programs.
2. Thorough knowledge of pollutant sources detrimental to the extended life cycle of lakes and contributory streams.
3. Thorough knowledge of equipment and materials required to perform construction and maintenance practices.
4. Knowledge of required permitting process of various local, state, and federal agencies.
5. Ability to develop and utilize computerized lakes and stormwater databases.
6. Ability to plan, organize, schedule and coordinate large and diverse lakes and stormwater programs.
7. Ability to delegate authority and to provide for the effective utilization of personnel and resources.
8. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
9. Ability to communicate clearly and concisely, orally and in writing.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, and routine keyboard operations.

Requires routine work in the outdoor environment in all weather conditions.

The job risks exposure to wastewater and other pollutants found in surface water and storm water systems.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in environmental engineering, natural or environmental sciences.
2. Five (5) years of experience with stormwater and water quality issues, and planning and implementation of resource management programs, including three (3) years in a supervisory or management capacity.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.