



**HERNANDO COUNTY, FLORIDA BOCC
invites applications for the position of:**

Project Manager (Waterways)

SALARY:	\$23.40 - \$37.91 Hourly \$1,872.00 - \$3,032.77 Biweekly \$48,672.00 - \$78,852.00 Annually
DEPARTMENT:	Department of Public Works
DIVISION:	Waterways Maintenance
OPENING DATE:	08/30/21
CLOSING DATE:	10/12/21 11:59 PM
DESCRIPTION:	

The position is responsible for performing highly skilled technical work above and below the water relating to facilities, aids to navigation, waterways maintained by the Waterways Maintenance Division, and aquatic resource management projects. Assists with the planning, organizing, and implementation of programs related to aquatic services.

EXAMPLES OF DUTIES:

The following statements describe the principal functions of this job and its scope of responsibility and should not be considered all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Assists with the entry and tracking of service requests and work orders into the Lucity Asset Management software and oversight of work completed by the Waterways technicians. Closes out completed services requests and assist with creation of invoices for completed services.
- Coordinates dock/seawall permitting with Building Department, setting weekly scheduling for field assessments and inspection reports, and submitting completed permits through Lucity.
- Supervises the removal of hazards to navigational boat channels, rivers, and open water areas from limbs, trees, and debris in a manner consistent with acceptable safety, environmental, and marine standards.
- Obtains quotes and oversees procurement of navigation aids, docks and gangways, operational supplies, services for equipment maintenance and facilities maintenance, and staff training.

- Supervises and administers the repairs and construction of aids to navigation, aquatic and marine structures including but not limited to piers, docks, sea walls, gangways, boat ramps, shore pilings, and minor repairs to boats and associated equipment on inventory.
- Assists with the development of the annual budget for both Aquatic Services and Waterways Divisions. Assists with budget updates for both revenues and expenditures.
- Assists with obtaining state and federal permits for Navigation Aids and Markers, Boating Speed Zones, and Assists with obtaining permits for the control and removal of invasive aquatic vegetation.
- Completes annual inventory of the County's navigation aids and updates both maintenance plan and GIS inventory. Oversees monthly inspection of navigation aids.
- Maintains both written and digital boat and equipment maintenance logs, equipment check lists, dive logs, stock inventories of navigation aids, and maintains records on permits for navigation aids with the USCG, FFWCC, and USACE.
- Assist with the development of technical specifications and designs.
- Assists with developing project scopes of work for procurement of contractors / consultants
- Prepare annual reports for boat and equipment maintenance expense and prepares monthly service request summary.
- Performs open water dives in support of inspection and removal of navigational hazards or marine resource projects.
- Assists with the coordination of Waterways Advisory Committee Meetings.
- Performance of duties subject to variety of day, night, or weekend hours as required for emergency response.
- Other duties as assigned.

TYPICAL QUALIFICATIONS:

Education	Bachelor's degree in Business Administration, Biology, Engineering, Construction Management, or another related field.
Experience	Minimum of five (5) years of experience in performing project management in marine construction including docks, seawalls, piers; and associated project permitting / compliance. Minimum of three (3) years serving as supervisor or crew leader.
Skills	Strong organization skills, interpersonal skills, communication skills, and time and priority management. Proficient in use of Microsoft Office (Excel, Word) and must have good writing skills. Demonstrated experience in marine construction, safe boat operation and navigation, safe vehicle driving record, and experience with both AC and DC electrical wiring.

Licenses, Certifications or Registrations	Must possess an Advanced Open Water Scuba Certification and active dive Log. Must possess or be able to obtain a First Aid/CPR certification and USCG "Safe Boating" certificate within 6 months of employment.
	Must possess a valid Florida Driver's license Class E and be insurable by the County's insurance carrier.
	Must possess or be able to obtain within 6 months of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, and IS700.

SUPPLEMENTAL INFORMATION:

Pay Grade: 219
Bargaining Unit: Teamsters Local 79

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.hernandocounty.us/home>

Position #13644
PROJECT MANAGER (WATERWAYS)
KD

15470 Flight Path Drive
Brooksville, FL 34604
(352) 754-4817

kdale@co.hernando.fl.us

Project Manager (Waterways) Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree or higher in Business Administration, Biology, Engineering, or Construction Management?
 - Yes
 - No
- * 2. Are you experienced in marine construction, safe boat operation and navigation, and marine electrical wiring?
 - Yes
 - No
- * 3. Which of the following describes your highest level of Microsoft office (Microsoft word, Excel, Powerpoint) proficiency?
 - I do not have enough skills to meet the definition of Basic level below.
 - Basic
 - Intermediate
 - Advanced
- * 4. Do you possess an Advanced Open Water Scuba Certification and active dive Log? (required)
 - Yes
 - No
- * 5. Do you possess a First Aid / CPR certification and USCG "Safe Boating" certificate? (must be able to obtain within 6 months of employment)

Yes

No

* 6. Do you possess a valid Florida Driver's License in good standing?

Yes

No

* Required Question