

SOUTH INDIAN RIVER WATER CONTROL DISTRICT

A. Identification

Job Title: EXECUTIVE DIRECTOR
Location: SIRWCD Steve Hinkle Work Center
Reports to: Board of Supervisors

B. Job Description

This position shall serve as the chief operating official responsible for the efficient and effective day-to-day operations and overall management of the District. Oversee the proper maintenance of District facilities. Possesses the leadership and managerial skills to manage and supervise District staff. Responsible for compliance with all state, federal, and local regulatory requirements. Possess skills, knowledge, and experience in the areas of stormwater management, engineering, planning, development, design, construction, budgeting, personnel management, and leadership.

C. Education and Experience

A Bachelor's degree (Master preferred) and at least two (2) years of experience in fields relevant to the position. Additional experience in fields relevant to the position may be substituted for educational requirements.

D. Skills, Knowledge and Abilities:

1. Background in construction and-stormwater management-
2. Experience managing employees and working with professional staff.
3. Contract project management, and budgeting experience.
4. Excellent communication skills.
5. Knowledge of water quality principles, concepts and regulatory requirements pertaining to 298 Districts.
6. Experience working with government agencies that regulate or interact with the District.
7. Familiar with 298 Special Districts operations and the statutory framework through which they function.
8. Familiarity with heavy equipment maintenance and purchasing preferred.
9. Familiarity with civil engineering practices, concepts, plans and principles preferred.
10. Experience with obtaining government grants for stormwater infrastructure construction preferred.
11. Experience with aquatic plant maintenance preferred.

E. Principal Duties and Responsibilities (including but not limited to)

1. DISTRICT OPERATIONS - Oversee the operation, maintenance, and repair of District equipment and infrastructure including canals, swales, culverts, control structures, parks, and roads. Responsible for the hiring of required staff and acquisition of necessary equipment and supplies for

District operations. Works with professional staff and the Board as necessary to hire contractors. Advises the Board of Supervisors of all conditions, adverse or beneficial, that may concern the District.

2. PLANNING – Develop short and long term plans that continue and improve District operations.
3. BUDGETING – Develop proposed budgets in conjunction with the District Treasurer and implement budgets as approved by the Board of Supervisors.
4. INTERGOVERNMENTAL RELATIONS – Maintain relationships with other governments and agencies that affect District operations. Represent the Board on committees, associations, and government councils.
5. PUBLIC REPRESENTATIVE - Represent the District at public functions and in political matters when such representation benefits the landowners of the District.
6. LANDOWNERS' RELATIONS – Communicate with landowners and landowner organizations within the District.
7. CONTRACTUAL RELATIONSHIPS - Evaluate and manage contractual obligations of the District.
8. BOARD MEETINGS – Attend Board of Supervisors meetings and report on current activities.
9. ENVIRONMENTAL MANAGEMENT - Ensure compliance with federal, state, and local laws, rules, and regulations, including, but not limited to, those promulgated by the EPA, and requirements in dealing with hazardous materials and employee safety laws.

ADDITIONAL REQUIREMENTS

1. Must be proficient with typical office software and possess basic computer skills.
2. Must have a valid driver's license and be insurable.
3. Successfully pass pre-employment drug and medical screening.
4. Must successfully pass a pre-employment background screening.