

Job Opening- FIELD PROJECTS COORDINATOR FLORIDA INLAND NAVIGATION DISTRICT

The Florida Inland Navigation District (FIND), a 12-county, independent taxing authority along Florida's east coast, is seeking a responsible, motivated individual to perform project oversight and coordination in areas that include, but are not limited to: real property asset management; contractor coordination; construction management; and waterway improvement project maintenance and management. Minimum qualifications include: a four-year degree from an accredited college in addition to real-time experience in land development and construction, environmental management; waterway-related construction, or a closely-related field; small boat handling experience, equipment and power tool operation and maintenance; computer expertise in ArcGIS and Microsoft Office Suite (Word, Excel, and PowerPoint) and the ability to frequently and independently travel, often overnight.

The successful applicant will need to demonstrate the following: strong project management experience, including the scheduling, budget, control and management of assigned projects; the ability to fully interact with the public, other staff, and contributing agencies related to District operations while serving as Districts' primary point of contact for the general public, contractors, and federal, State and local agencies on assigned projects; monitor project performance to assure the commitments of all parties are being maintained; provide status reports on projects assigned; comply with applicable public records laws and establish the technical framework and guidance for the completion of the District's contractual capabilities.

General job responsibilities of the Field Project Coordinator will include, but is not limited to, the following:

- Coordinate all field operations that may be conducted by the District.
- Develop and implement a yearly inspection schedule for all District properties and establish a through reporting procedure to allow for all anticipated site activities insuring proper site preparation, maintenance and use.
- Recommend site improvements, prepare bid and contract documents, receive bids and supervise work as required (typically well monitoring, mowing, site security, fencing, landscaping, clean up, etc.).
- Oversee District leases on a scheduled basis for compliance with the lease terms.
- Maintain field operations equipment in good working order by performing minor repairs or the scheduling of professional service work. Keep maintenance records on all equipment.
- Serves as project manager responsible for the efficient and effective coordination and accomplishment of the planning, scoping, design, construction and direction of assigned dredging projects and DMMA construction.
- Collect data and coordinate the development and update of GIS layers and maps.
- Collection and QA/QC of site data and data management in a relational database.

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- Maintain knowledge of waterway issues affecting the District.
- Represent the District at meetings or conferences as required.
- Develop and maintain contacts in the private and government sector to facilitate FIND business and operations.

Experience:

- Expertise in project management.
- Real property asset management.
- Construction management.
- Contractor coordination.
- Waterway-related construction (or a closely related field).
- Waterway improvement project maintenance and management.
- Equipment and power tool operation and maintenance.
- Small boat handling and trailering experience.
- Computer expertise in ArcGIS and Microsoft Office Suite (Word, Excel and Power Point).
- Leading meetings.
- Presentations.
- Interaction with the public.
- Invasive plant identification and eradication methods, experience with typical power tools associated with minor site maintenance.

Work Conditions and Characteristics/Physical Requirements:

- Assigned work may require regular and reoccurring construction inspections in which there is considerable amounts of driving, walking, bending, and climbing.
- Assigned work may also include regular and reoccurring exposure to moderate discomforts and unpleasantness, such as high temperatures, adverse weather conditions, and minor pests at projects and construction sites.
- Ability to lift and carry fifty (50) pounds.
- Considerable skill in written and verbal communications to explain/defend status of projects, make presentations in public forums, etc.
- Ability to travel independently, at times overnight.
- Ability to stand and walk for extended periods.
- Ability to swim for extended periods.
- Ability to move machinery and construction materials independently.
- Ability to work independently and multitask effectively.
- Good analytical and problem-solving skills.
- Enthusiastic, positive solution-oriented attitude.
- Leadership ability and potential.
- Good writing and thought communication skills.
- Ability to work well with the Executive Director, Board of Commissioners, Army Corps of Engineers and FIND staff.
- Ability to conduct business in a timely and professional manner.
- This position will require regular overnight travel within the 12 District Counties (Nassau County south through to Miami-Dade County).

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- Incumbent is required to possess and maintain a valid Florida driver's license and pass security clearances.
- Regular and dependable attendance.
- Other duties as assigned.

Preferred Experience:

Advanced or engineering degree

Marine infrastructure design or construction experience

Marine permitting experience

Please submit a cover letter and resume' to the attention of the Executive Director at info@aicw.org. Mailed responses may be received at the Florida Inland Navigation District, 1314 Marcinski Road, Jupiter, FL 33477. Application will be accepted between November 13 and December 07, 2018.

The Florida Inland Navigation District is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, marital status, veteran status, sexual orientation, gender identity, pregnancy, genetic information or any other protected characteristic.

Consistent with federal, state and local law it is the policy of the Florida Inland Navigation District to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Mark Crosley, Executive Director, mcrosley@aicw.org, 1314 Marcinski Road, Jupiter, FL 33477-9498, (561) 627-3386.