

PROFESSIONAL ENGINEER SUPERVISOR III-SES
State of Florida
Department of Environmental Protection
Closing: 03/10/2025

Our Organization and Mission:

The Florida Department of Environmental Protection (DEP) is the state's lead agency for environmental management and stewardship - protecting our air, water and land. The vision of DEP is to advance Florida's position as a world leader in protecting natural resources while growing the state's economy.

The Work You Will Do:

PROFESSIONAL ENGINEER SUPERVISOR III-SES (37011069)

CLEAN WATER STATE REVOLVING FUND PROGRAM

This position will be involved with implementing the State Revolving Fund (SRF) Loan Program authorized under Title VI of the Clean Water Act, Section 1452 of the Safe Drinking Water Act, Chapter 403.1835, F.S., Chapter 403.8532, F.S., and the Small Community Wastewater Construction Grants program authorized under Chapter 403.1838, F.S. This position will primarily provide technical review and approval of asset management plans, facilities plan specifications, and construction oversight. This position also supports the program administrator and is responsible for coordinating and managing Clean Water SRF project managers.

The Difference You Will Make:

You will help project managers in the State Revolving Fund Clean Water and Drinking Water Programs. Florida's State Revolving Fund (SRF) is made up of three programs - Clean Water State Revolving Fund, Drinking Water State Revolving Fund and State Revolving Fund Management. Both the Clean Water and the Drinking Water SRF Programs are funded through money received from federal grants as well as state contributions. These funds then "revolve" through the repayment of previous loans and interest earned. While these programs offer loans, grant-like funding is also available for qualified small, disadvantaged communities, which reduces the amount owed on loans by the percentage that the community qualifies.

How You Will Grow:

DEP encourages its leaders to constantly innovate and seek efficiencies. We believe in supporting and encouraging you as you take on important and often complex projects while offering you the opportunity to gain valuable experience quickly.

The following duties will help you grow and develop efficiencies and improvements:

- Work with a team that encourages growth at professional and program levels.

Where You Will Work:

Division of Water Restoration Assistance
Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Tallahassee, Florida's Capitol City, lined with rolling hills, oak trees, and canopied roads combines old world charm with a modern pace of life. Home to two major universities as well as state government, Tallahassee is a mid-sized city in the heart of Florida's Big Bend. It is located less than an hour from Gulf of Mexico beaches, the Apalachicola National Forest, the St. Marks Wildlife Refuge, and waterbodies like bays, creeks, rivers, and springs to explore. No state income tax for residents of Florida.

- Percentage of time required to travel to perform mission critical duties, less than 10%.

The Benefits of Working for the State of Florida:

Working for the State of Florida is more than a paycheck. The State's total compensation package for employees features a highly competitive set of employee benefits including:

- Annual and Sick Leave benefits;
- Nine paid holidays and one Personal Holiday each year;
- State Group Insurance coverage options, including health, life, dental, vision, and other supplemental insurance options;
- Retirement plan options, including employer contributions (For more information, please click www.myfrs.com);
- Flexible Spending Accounts;
- Tuition waivers;
- And more!

For a more complete list of benefits, visit www.mybenefits.myflorida.com.

Pay:

\$5,833.34 - \$6,666.67 monthly (commensurate with experience)

Your Specific Responsibilities:

In carrying out the duties of this position, the incumbent is expected at all times to be aware of and abide by the Department's Standards of Conduct, as well as any and all departmental and/or work unit rules, directives, policies, procedures, and/or general orders applicable to performing the duties of this position. Compliance with the processing requirements of Chapter 215.422, F.S. is mandatory. Persistent failure to comply with this section by any agency of the state shall constitute good cause for discharge of employees duly found responsible, or predominantly responsible, for failure to comply.

Spends majority of their time communicating with, motivating, training, and evaluating employees, and planning and directing employees' work, and who have the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline subordinate employees or effectively recommend such action.

This is a highly advanced professional engineering position, requiring licensure by the State Board of Professional Engineers in the State Revolving Fund Program. Primarily, supervisor will effectively communicate, motivate, and evaluate direct work performance, and is responsible for time and attendance of subordinates. The incumbent of this position will be primarily involved with implementing the State Revolving Fund Loan Program authorized under Title VI of the Clean Water Act, Section 1452 of the Safe Drinking Water Act, Chapter 403.1835, F.S., Chapter 403.8532 F.S., and the Small Community Wastewater Construction Grants program authorized under Chapter 403.1838 F.S. Professional engineering judgment is required in that this complex work requires successful interaction with other highly skilled professional engineers in government and in private practice and an evaluation of the adequacy of their work. Also, professional engineering knowledge is required to assure that

the proposed infrastructure is appropriate and that the facilities are constructed in accordance with good engineering practice. Responsible and accountable for managing budget/dollars/resources (staff, vehicles, computers, cell phones, etc.) of any assigned programs in an efficient and accountable manner. Responsible for ensuring that assigned program areas have operational procedures and processes which result in accountability and compliance with DEP department policies and procedures.

Ensures proper interpretation of federal/state rules, regulations and statutes to accomplish their legislative intent and provides uniform application of these rules and guidance (verbal and written comments) to local government officials and their legal, fiscal, administrative and engineering representatives during the preparation of documentation required under Chapters 62-503, 62-505 and 62-552, F.A.C. Also assists in rule revisions as necessary.

Manages or oversees the management of the construction phase of the projects. Responsibilities include reviews of disbursement requests for eligibility and accuracy, reviews of change orders for eligibility, and ensuring that interim and final construction inspections are conducted to ensure the construction is in accordance with the accepted plans and specifications.

Responsible for the reviews of planning documents, including sewer system evaluation surveys, requests for inclusions, and site-specific studies, prepared by other professional engineers. The review of these documents includes ensuring the scope of the document is eligible and appropriate. Also, coordinates the interdisciplinary reviews by experts (clearinghouse review) representing Department and other governmental agencies.

Responsible for project managers' performance goals and evaluations, staff coordination and approvals.

Reviews directly, or oversees engineering staff reviews of, interlocal agreements, business plans, capital finance plans, public participation documentation, and user charge systems.

Responsible for preparation, or oversees engineering staff preparation, of the environmental information documents and their publication under Chapters 62-503, 62-505 and 62-552, F.A.C.

Reviews directly, or oversees engineering staff reviews of, plans and specifications and their conformity with facilities planning documentation. This review includes establishing conformity of bidding information with plans and specifications and reviewing the value engineering documentation if applicable.

Reviews asset management plans and coordinates, as applicable, with other areas in the Department to assess and implement requests for assistance for Capacity Assessment, Source Water Protection, Public Water System Supervision, etc. that are eligible for funding as part of the DWSRF program.

Supports management during development of revolving loan priority lists and provides logistical support during public notices and hearings. Will respond to public questions and comments, as appropriate, and help coordinate preparation of the Notice of Final Agency Action.

Supports program administrator with project manager assignments, project status updates. Responsible for processing project closeout paperwork and submitting to SRFM for processing.

Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities:

Skills and Experience in:

- developing plans and prioritizing and organizing workloads

Knowledge of:

- wastewater engineering, design, construction, and operations
- the concepts, terminology, principles and analytical techniques of sanitary and civil engineering
- the construction grants/loan program
- water supply treatment and distribution systems
- the requirements of the drinking water rule
- the standard engineering economics

Skill in:

- providing effective leadership, vision, and motivation of staff
- professional use of Microsoft Office Suite applications

Ability to:

- interpret and apply federal and state guidelines related to implementing the requirements of the Clean Water Act (CWA), Clean Water State Revolving Fund Program (CWSRF), Safe Drinking Water Act (SDWA), and the Drinking Water State Revolving Fund Program (DWSRF)
- solve problems relating to engineering
- understand and apply applicable rules, regulations, policies and procedures
- review planning documents and bid documents for compliance with requirements of the CWA, CWSRF, SDWA, and DWSRF
- plan, organize and coordinate work assignments
- prioritize workload
- communicate engineering information effectively both verbally and in writing
- establish and maintain effective working relationships with others
- develop various reports
- perform on-site construction inspections and administrative closeout inspections

Minimum Qualifications:

- Moderate travel is required.
- A valid driver's license.
- Professional Engineering License with the State of Florida

Preferred Qualifications:

- Bachelor's degree from an accredited college or university (preferably in engineering, environmental science, or one of the natural sciences); or Any combination of post-secondary education or verifiable related experience, as described above, for a total of four years.
- Experience in managing state agreements and contracts and the state procurement process.

- Florida Certified Contract Manager (FCCM) status.
- Knowledge of environmental issues and laws, especially as they relate to water and ecosystem issues in Florida.
- Excellent communication and people skills.
- Excellent organization and time management skills.

POSITION OF SPECIAL TRUST REQUIREMENT: This position is designated as a Position of Special Trust in accordance with DEP-422 (Positions of Special Trust or Responsibility). Any applicant being considered for employment must successfully complete a Level 2 State and National criminal history check as a condition of employment before beginning employment, and also be screened in accordance with the requirements of Chapter 435, F.S. No applicant may begin employment until the background screening results are received, reviewed for any disqualifying offenses, and approved by the Agency.

TO APPLY FOR THIS POSITION IN PEOPLE FIRST: <https://jobs.myflorida.com/job-invite/845128/>

DEP is committed to successfully recruiting and onboarding talented and skilled individuals into its workforce. We recognize the extensive training, experience, and transferrable skills that veterans and individuals with disabilities bring to the workforce. Veterans and individuals with disabilities are encouraged to contact our recruiter for guidance and answers to questions through the following email addresses:

HR_VeteransPreference@dep.state.fl.us
HR_Recruitment@FloridaDEP.gov

Contact: Catherine Murray
Catherine.M.Murray@FloridaDEP.gov
850-245-2966

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.



Ms. Leylani Velez

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