



<b>Job Title:</b>	<b>Community Development/ Planning Engineer</b>		
<b>Department/Group:</b>	Community Development	<b>Supervisor:</b>	Community Development Director
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$90,043 - \$134,054/ Annually	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a> <b>Subject Line:</b> Community Development Engineer <b>Attention:</b> Human Resources – Recruiting		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <p>This engineering position requires broad professional engineering experience combined with overall knowledge of municipal planning, land development and permitting. Typical functions are similar to those of a City Engineer but with the expectation of broader participation in planning, permitting, public works and the building department. This engineer will be knowledgeable of the FEMA compliance rules and regulations that the city adheres to and will participate in the city's CRS requirements, working with city staff and residents alike. This position may supervise the Planning Technician, Planner I, Planner II, and Planner III.</p> <ul style="list-style-type: none"> <li>• Performs advanced professional work related to a variety of engineering, permitting and planning assignments for all city departments including but not limited to Community Development, Public Works and Building.</li> <li>• Responsibilities include the review of residential and commercial permits, engineering design plans and specifications to determine compliance with City codes, FEMA and other applicable regulations.</li> <li>• Coordinate plan review with other City departments</li> <li>• The position requires a high degree of technical knowledge and ability to apply principles of engineering in coordinating efforts to assist in proper land development.</li> <li>• Assist in review and processing of complex comprehensive plan amendments, rezonings, potential development projects, site plans and plats.</li> </ul>			



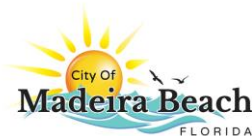
- Coordinates plans, special studies, contracts, design and functional requirements with municipal departments and outside sources, such as contractors, engineering firms and governmental agencies.
- Assist in development and presentation of amendments to the Land Development Regulations as needed.
- Prepare information for and present at community workshops and public meetings.
- Works in regional program areas relating to floodplain management, community development, hazard mitigation and others.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Conducts meetings with residents, developers, architects, and contractors on projects and potential projects.
- Presents reports and other findings to staff, planning and zoning boards and commissions, and elected officials and serves as liaison.
- Attends some evening and weekend meetings.
- Serves as Certified Floodplain Manager for the City.
- Participates in preparation of standards, policies, regulations, and ordinances.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's Degree in Civil Engineering or related engineering field; and six (6) years of municipal engineering experience; or an equivalent combination of education and experience
- Must be a Registered Professional Engineer in the State of Florida
- Must be a Certified Floodplain Manager (CFM)
- Possession of a valid, State of Florida driver's license to operate a motor vehicle
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff
- Present proposals and recommendations clearly, logically, and persuasively in public meetings
- Represent the City's interests in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues
- Use sound judgment when making decisions, interpretations, and in communications with others
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines

#### **ADDITIONAL NOTES**

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. Some



accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**ADA COMPLIANCE:**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator  
300 Municipal Dr. Madeira Beach, FL 33708 or [humanresources@madeirabeach.com](mailto:humanresources@madeirabeach.com)