

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: APRIL 11, 2013
CLOSING DATE: APRIL 30, 2013

DEPARTMENT: Community Development

POSITION: Floodplain Coordinator

LOCATION: Globe/Payson

JOB CODE: 13-038

ANNUAL SALARY: \$36,296.00-\$44,241.60 DOE

NATURE OF WORK

Conducts and coordinates a variety of survey functions in relation to floodplain management and other Gila County projects; conducts floodplain determinations in relation to proposed developments; may be assigned to conduct building inspections.

DUTIES AND RESPONSIBILITIES:

- Consults with Floodplain Administrator when additional technical expertise is required.
- Prepares countywide Standard Flood Hazard Determination Reports (SFHDR) and Preliminary Flood Hazard Assessment Documents (PFAD); delineates, measures and determines the mean elevation for watershed areas.
- Utilizes GPS equipment to survey remote areas; prepares Floodplain Use Permits from applications and site plans; prepares and stamps Elevation Certificates; ensures FEMA compliance.
- Conducts site inspections to determine if Floodplain Use Permits are required for construction; meets with property owners to advise where construction can and cannot take place; ensures compliance with FUP restrictions; conducts site inspections and investigations in relation to drainage, grading and floodplain issues.
- Provides information to the general public regarding Floodplain Use Permits and the Floodplain Status Report; responds to inquiries from property owners, real estate agents, insurance agents, engineers, contractors and surveyors regarding floodplain related matters.
- Conducts research on deed records, plats and/or subdivisions, records of survey, minor land division maps, past surveys, easement, right-of-way, and HES maps/quadrangles to assist with surveying activities; determines property boundaries, draws maps and prepares legal descriptions as required.
- Assists with installing and maintaining rain gauges throughout the County,
- Processes and distributes SFHDR, PFHAD and FUP reports; maintains floodplain related documentation, reports and files.
- Performs field inspections and structural reviews of commercial and residential projects to ensure building projects are being built to approved building plans/specifications and in compliance with building codes/zoning ordinances; field inspections to include structural, electrical, mechanical, plumbing, barrier free requirements and compliance with requirements by other agencies; notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to County Building Official.
- May supervise and train assigned personnel; ensures compliance with departmental policies and procedures.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field when conducting survey related activities; exposure to variable and/or extreme weather conditions and rough terrain; must be able to lift and carry up to 50 pounds.

EMPLOYMENT STANDARDS:

College coursework in Engineering or related field and five (5) years land surveying experience; or equivalent combination of education, training and experience. Registration as a Land Surveyor in the State of Arizona; a valid Arizona Driver's License.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of surveying; surveying equipment and techniques; GPS equipment; construction plans and specifications; maps and legal descriptions; deeds, plats and records of survey; floodplain management regulations and standards; floodplain documentation and reporting requirements; permitting requirements relative to floodplain usage; general supervisory principles and practices.

Ability to: Perform a variety of survey activities; utilize survey tools and equipment; apply survey techniques to civil engineering issues; conduct survey research; coordinate county floodplain activities; ensure compliance with floodplain regulations and ordinances; provide information and assistance to the public and other relevant parties regarding floodplain related matters; conduct site inspections in relation to drainage, grading and floodplain issues; prepare and maintain floodplain documentation and reports; communicate effectively orally and in writing.

Skills in: Conducting a variety of skilled surveying functions and coordinating county floodplain management activities.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.