

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title:	Senior Engineering Specialist
Department:	Engineering
Reports To:	County Engineer
Salary:	\$5,833.33 - \$6,250.00/monthly depending upon qualifications
Application Deadline:	Monday, March 28, 2022 @ 4:30 PM

Summary: Performs a variety of complex duties related to **Floodplain Management** and **Commercial Construction Management**.

DUTIES AND RESPONSIBILITIES

Essential Floodplain Manager Job Functions:

- Interpret and utilize the County's Flood Damage Prevention Order and 44 CFR as they relate to Floodplain Development
- Maintain and modify as necessary, County Floodplain Management Standard Operating Procedures
- Is familiar with the Community Rating System and can assist the county with increasing its rate designation
- Performs substantial damage determinations and provides determinations to property owners
- Interprets floodplain maps and assigns BFEs. Reviews elevation certificates, as necessary, for completeness and accuracy
- Works with GIS Department regarding floodplain mapping needs
- Organizes and maintains complete documentation and records of all floodplain activities performed in the Engineering Department
- Plans and organizes pre- and post- disaster activities including organizing inspection teams, collecting field information for damage evaluations, development of substantial damage estimates, notifying property owners, maintaining records, and communicating with FEMA
- Works with the County Environmental Department regarding permits in the floodplain and violations of the County Flood Damage Prevention Order.
- Coordinates with FEMA on matters relating to floodplain regulation compliance, as necessary
- Assists customers and staff in understanding the FEMA Floodplain Regulations
- Meets with County and other local officials concerning floodplain issues, as necessary
- Assists County Engineer with review and modification of Floodplain Ordinances and assists with compilation of information for residential flood prevention/mitigation grants

Essential Commercial Construction Specialist Job Functions:

- Assists with Technical Inspections of County owned facilities when problems are noted in conjunction with the Maintenance Department
- Assists with project design reviews of plans and specifications and helps to inspect and facilitate construction projects in conjunction with the Maintenance Department
- Works closely with Purchasing, Maintenance, Auditing, Precincts, architects, vendors and other governmental and private entities, as necessary to facilitate projects related to County owned buildings and facilities;
- Understands and helps to enforce contractual requirements including all applicable laws and ordinances related to commercial construction projects, as needed
- Interprets plans and specifications, assists in the resolution of conflicts with design specifications, contract requirements and matters of code, as needed.

Other Job Functions: Performs other job-related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer and other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Minimum high school diploma or GED, Degree in a math or science field preferred; must be a Certified Floodplain Manager (CFM), or have the ability to obtain within one (1) year. Have specialized training in Flood Plain Management and Commercial Construction Specialist; 10 years of increasingly responsible job-related experience and on-the-job training in the Flood Plain Management and Commercial Construction fields of work, or any combination of education and experience providing the knowledge, skills, and abilities needed to perform the job. Must possess and maintain a valid state driver's license. **Regular and predictable attendance is an essential function of this position.**

Knowledge, Skills & Abilities: Effective verbal and written communication skills; good working computer software skills including Excel, Word, PowerPoint and Adobe or other similar programs; knowledge of Google Earth, GIS and AutoCAD mapping systems, excellent organizational skills required, good math calculation skills; good interpersonal skills including the ability to interact and cooperate with co-workers and other County Departments; good problem-solving skills. Experience with: the FEMA CAV process, FEMA Floodplain rules, development or maintenance of a Floodplain Standard Operating Procedure, good understanding of the principles and how to compile a Substantial Damage Estimation/Determination. Knowledge of historical building renovations a plus.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; accuracy and attention to detail; flexibility in order to perform a variety of duties.

WORKING CONDITIONS: Many office related job functions are performed in a climate-controlled office environment; employee also works outside, as necessary, to perform property site visits for damage determinations and commercial construction inspections and site meetings.

PHYSICAL REQUIREMENTS: Job duties require medium work; employee moves objects up to 50 lbs. by lifting, carrying, pushing, and/or pulling. Field inspections may require driving, walking and/or standing, reaching, climbing and balancing; a high degree of stamina.

**Apply at: Human Resources Department
Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701
Phone: (409) 839-2391
Fax: (409) 839-2399**

**E-mail APPLICATION/RESUME to: hrdept@co.jefferson.tx.us
Application may be found @ <https://co.jefferson.tx.us/Careers>
Please use Microsoft Word or PDF when submitting applications.**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201 Beaumont, Texas 77701.