



**Town of Hillsboro Beach
Job Description – Coastal and Waterway Consultant**

Open Date: 2/28/2022

Close Date: 4/28/2022

General Summary:

Performs professional, technical and administrative work in managing, restoring, and directing the coastal resources for the Town of Hillsboro Beach, including, shore protection, erosion control, regulatory permit and tracking, beach restoration, and coordinating with other governing and community agencies.

Essential Job Functions:

- Develops, implements, and administers coastal protection and erosion control projects within the Town's limits;
- Coordinates with outside engineers in the design and management of coastal restoration/enhancement projects including environmental State and Federal permitting and development of construction plans and specifications;
- Coordinates lobbying and advocacy efforts on behalf of the Town;
- Develops and maintains strategic coastal and beach management plans;
- Participates as the City liaison with Town and local boards;
- Administers and manages grant applications and agreements;
- Assists in identifying and pursuing grants and other methods of alternative funding, including annual state beach funding requests;
- Direct the Town's activities related to the settlement agreement with Deerfield Beach;
- Serves as contract administrator and maintains project schedules, reports and invoices for coastal/beach and related projects;
- Performs site inspections and reviews data from field inspectors;
- Implements sustainable and environmental programs;
- Anticipate and plan for future changes in climate and incorporate considerations of climate change into town activities;
- Researches and responds to questions or problems raised by elected officials and the Town Manager, outside agencies, and the public;
- Lead and coordinate special projects related to coastal resiliency programs;
- Advise and implement best management practices for town codes and ordinances related to resiliency.
- Provides administrative support including but not limited to agenda preparation, budget development, and capital program expenditures;
- Assists with the development of policies and procedures; sustainability studies, procedures, and programs;
- Review, organize and retain past studies, engineering reports and related costal documents as needed.
- Perform all other related duties as required.

Knowledge, Skills, and Abilities:

- General knowledge of the principles, practices, and methods of coastal resources, DEP, USACE and Broward County permitting requirements.
- Knowledge of state and federal environmental rules and regulations. Ability to conduct inspections.

- Ability to analyze data, prepare cost estimates, perform economic and environmental studies, design projects, and prepare reports.
- Ability to supervise others effectively.
- Advanced spreadsheet software skills, preferably MS Excel.
- Excellent analytical skills.
- Ability to establish and maintain working relationships with elected officials, local, county, state and federal staff and associates, outside consultants, the media and the general public.

Minimum Qualifications:

- Graduation from an accredited college or university with a minimum Bachelors degree with a specialty in Coastal Engineering or related. This position must have extensive experience in coastal programs including but not limited to beach nourishment, resiliency, dune restoration and inland waterways. Minimum of one to three years related experience.
- Working knowledge of all MS Office programs and related computer software required;
- Knowledge of GIS systems;

Licenses and/or Certification

- Valid Florida Driver's License,
- Professional Engineer preferred

Physical Demands

The candidate will be subject to outside environmental conditions when working in the field. Additionally, the candidate will be exposed to conditions typical in an office setting, including but not limited to lifting and moving boxes, relocating small items, copying, and other administrative duties.

Salary and Benefits

This is a contracted consultant position. Salary based upon experience and qualifications.

Hours

Consulting Service as needed based on project and demands.

Equal Employment Opportunity Statement

The Town of Hillsboro Beach is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability, marital status, family status or sexual orientation in employment or the provision of services.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Town of Hillsboro Beach operates as a drug-free workplace. Salary is commensurate with skills, abilities, and qualifications. Resumes can be emailed to TownClerk@TownofHillsboroBeach.com or sent via U.S. mail to: Town of Hillsboro Beach, ATTN: Coastal & Waterway Consultant Position, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. Applications must be received by 5:00PM, Friday, April 28, 2022.