

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 247

SUSTAINABILITY COORDINATOR

GENERAL

Responsible administrative, specialized professional and technical work assisting in the development and implementation of the City's Floodplain Management and Community Rating System (CRS) programs. The position performs work of moderate difficulty, gathering, analyzing and interpreting National Flood Insurance Program (NFIP) requirements; ensuring compliance with NFIP requirements, proactive participation in coordinating the Community Rating System (CRS) Program; compliance with city floodplain management regulations, and assisting in the development and implementation of other floodplain management related programs. Directs program specific activities and assignments, coordinates with other city departments, develops/maintains community partnerships, and interacts with advisory boards, the public and other organizations. Exercises a great deal of independent judgment in a variety of work situations. This position coordinates and implements the City's resiliency and sustainability related efforts. Works under the general supervision of the City's Building Official and/or his designee.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assists in the coordination of the city's Floodplain Management Program ensuring that the city meets FEMA's minimum NFIP participation requirements.
- Assists in overseeing the city's FEMA Community Rating System (CRS) for flood insurance discounts and proactively develops a plan for improved rating.
- Floodplain Management: Update and maintain the City's floodplain management program in accordance with State of Florida Division of Emergency Management/ Floodplain management office and the Florida Building Code Section 117. Includes assisting the Building Official to create new policies for the City's floodplain program. The position will also represent the City in meetings and workshops as mandated by the State of Florida. Position will perform cursory review of properties to verify compliance with the National Flood Insurance Program (NFIP) during permit applications for substantial improvements.
- DRC Reviews: The position will review Site Plans required by the Building and Zoning Codes during the Development Review Committee (DRC) review cycle. This task includes attending Major Site Plan Pre-Application Meetings, reviewing and preparing comments for plans submitted for DRC and attending DRC meetings.
- Serve as the City's Community Rating System (CRS) Coordinator and follow up on all efforts needed to comply with this program including the annual audit, mailing the annual brochure, and transitioning the city to the new CRS manual.
- Green Building Program Coordination: Chapter 152, Building, provides incentives to applicants who construct LEED or FGBC buildings. Additionally, Florida State Statutes 255.2575 (2) requires all municipal buildings to comply with a sustainable building standard or a national model green building code. This position will assist to ensure compliance with applicable LEED standards and to facilitate the LEED or FGBC certification process, whenever necessary.
- Coordinate all activities associated with preparations for sea level rise.
- Research reports and best practices; analyze data on sea level rise.
- Promotes public awareness of the Floodplain Management Program through speaking engagements,

advertising, and other programs.

- Provides routine field reviews, responds to specific complaints, and documents observations and investigations related to compliance with the city's Floodplain Ordinance.
- Assists in development and implementation of the City of Pompano Beach Flood Risk Program for Public Information (PPI) brochures.
- Presents information to the Board of Unsafe Structures, Planning Commission, and the Special Magistrate for Code Enforcement.
- Provides assistance in mediating complaints, as directed by the Development Services Director, the Chief Building Inspector or the Building Official.
- Explains floodplain development requirements to community leaders, citizens, and the general public.
- Maintains records and documents that keep the community eligible to participate in the FEMA's NFIP and CRS program.
- Maintains the Community Floodplain Management Reference Library.
- Provides assistance to FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program activities.
- Monitors and coordinates other Federal and State Floodplain Management programs.
- Appears as a witness involving floodplain violations.
- Prepares and presents oral and written reports.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of FEMA regulations and guidelines for flood mitigation grant work and processes, the Florida Building Code, the Flood Resistant Design and Construction (ASCE-24) and knowledge of the National Flood Insurance Program and the Community Rating System.
- Knowledge of applicable Florida Statutes and local resolutions and ordinances relating to floodplain permit requirements and inspection procedures.
- Ability to evaluate and analyze relevant documents including but not limited to the City's Storm Water Master Plan; Chapter 152. Buildings; National Flood Insurance Program (NFIP) Community Rating System (CRS) Coordinator's Manual; Southeast Florida Regional Climate Change Compact's publication: A Unified Sea Level Rise Projection for Southeast Florida; Capital Improvement Plan; Comprehensive Plan and Chapter 155, Part 8 Sustainable Development Standards.
- Ability to read and interpret construction plans and blueprints.
- Ability to communicate and enforce laws, codes, and regulations effectively both orally and in writing with a variety of audiences.
- Ability to prepare and present complex reports.
- Ability to enforce and interpret Floodplain Management Program with firmness, tact and impartiality.
- Ability to utilize various computer software programs such as Word, Excel, GIS (Arc View, etc.), and particularly those related to the NFIP permit requirements, and City programs.
- Ability to plan, supervise, and evaluate the work and activities of professional and support personnel; Establish and maintain effective working relationships with county, state and federal officials, contractors, staff, volunteers, and the general public.
- Ability to work independently on complex tasks and deal with non-routine matters.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate; and 3 years of professional level experience in the assigned field of floodplain management. Training in Green Building Technologies, with a possession of a LEED AP certificate (preferred). Associates Degree required. Bachelor's Degree in business or public administration, urban planning, engineering, environmental studies or other closely related field is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb structures under construction, ladders, and scaffolds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 10/22

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 28/50

Location: Development Services Department

GERS: Regular Class