

**Staff Engineer Senior (Flood Plain Coordinator)**

Class Code (Job Code): 99475

Occupational Group: Architecture and Engineering Occupations

Grade: 23

Annual Range: \$59,696 - \$92,528

Supervises and coordinates activities related to the DeKalb County Flood Management Program and Community Rating System.

**KEY RESPONSIBILITIES:**

- Oversees and coordinates field and office activities related to the implementation and administration of a flood plain management plan. \*
- The floodplain coordinator shall administer, implement, and enforce the ordinance by granting or denying permits. \*
- Review all development permits to determine that the permit requirements satisfied; all other required state and federal permits have been obtained; the site is reasonably safe from flooding; the proposed development does not adversely affect the carrying capacity of areas where base flood elevations have been determined but a floodway has not been designated and copies for all necessary permits from any governmental agencies from which approval is required are on file. \*
- Review, use and develop base flood data. \*
- Notify other government agencies of an alteration or relocation of a watercourse. \*
- Obtain and maintain for public inspection and make available certifications including lowest floor elevations; elevation or floodproofing of nonresidential structures; wet floodproofing standard and subdivision standards; and floodway encroachments. \*
- Make map determinations and interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazard. \*
- Take action to remedy violations. \*
- Respond to requests for listings of properties in the floodplain. \*
- Maintain necessary records of all variance actions, including justification for their issuance, and report such variances. \*
- Maintain the records of all appeal actions and report any variances to FEMA upon request. \*
- Prepares response letters to constituents, reviews work orders and investigates reports from inspections.\*
- Discusses investigations and County programs with citizens and the general public. \*
- Performs drainage investigations. \*
- Prepares and distributes flood information packages. \*
- Prepares drainage review for re-zoning applications.
- Reviews flood studies.
- Coordinates the preparation of application documents for the County's participation in the FEMA/ISO Community Rating System. \*
- Plans and analyzes activities to be considered for implementation for credit under the Community Rating System. \*
- Serves as liaison between the County and the Federal Emergency Management Agency in the implementation and administration of the Floodplain Management Plan. \*
- Determines the need for basic data such as field surveys, floodplain maps and other data for implementing the Floodplain Management plan.
- Reviews the work of engineering groups in design construction and coordinates planning and design with other governmental agencies.

\* Indicates an "essential" job function.

**MINIMUM REQUIREMENTS:**

Bachelor's degree in Civil Engineering, Engineering Design, or related field; five years of experience in professional civil engineering, flood management coordination, or a related field.