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**Position Information**


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**Flood Management Supervisor (Staff Engineer Senior)**

Job Term: Full-Time

Department: PW - Roads &amp; Drainage

 Closing Date:
 

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

Monthly Range:

Hourly Range:

BiWeekly

 Range:
 

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**Description**
**POSITION SUMMARY:**

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

**KEY RESPONSIBILITIES:**

- Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals. \*
  - Oversees and coordinates field and office activities related to the implementation and administration of a flood plain management plan. \*
  - 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. \*
  - Designs storm system installations. \*
  - 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.
  - Maintains all necessary records and prepares all reports for submittal to necessary agencies and departments.
  - 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.

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