

**CENTRAL BROWARD WATER CONTROL DISTRICT
POSITION DESCRIPTION**

TITLE: OPERATIONS ENGINEER

REPORTS TO: DISTRICT MANAGER

SUMMARY: The Operations Engineer plays a critical role in overseeing and coordinating field operations, reviewing civil engineering plans, and supporting water management strategies within a medium-sized, single-purpose independent district in Florida. This position requires a proactive leader with a strong technical foundation and supervisory experience to ensure the district's infrastructure and operations meet regulatory standards and community needs. This is a responsible leadership position charged with initiating, developing, and implementing policies, procedures, programs and projects that strengthen the District's operations. An individual in this role must be able to strategically plan, lead individuals, and effectively communicate with various stakeholders to ensure initiatives meet defined objectives within stipulated timelines. Work requires independent judgment and critical thinking to ensure strategy effectiveness. General direction is received from the District Manager who provides input into difficult or unusual circumstances. Job performance is evaluated through conferences and results achieved.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate daily field operations, including maintenance, inspections, and contractor activities
- Review and evaluate civil engineering plans for compliance with district standards and regulatory requirements
- Assist in the development and implementation of water management plans, including stormwater systems and environmental compliance
- Collaborate with consultants, contractors, and regulatory agencies to ensure project alignment and timely execution
- Prepare technical reports, cost estimates, and recommendations for infrastructure improvements
- Monitor operational performance and recommend process enhancements
- Support emergency response planning and execution related to surface water infrastructure
- Develop proposals identifying resources, budgeting and timelines for initiatives improving plan review and field operational services
- Ensure planning, implementation, and tracking of work activities are well organized and consistent
- Identify and implement new technologies and progressive applications to streamline operations.

Operations Engineer

August 1, 2026

Page 2 of 4

- Analyze existing plan review, permitting, and workflows and introduce best practices for efficiency.
- Communicate with executive leadership, employees, and external partners to ensure alignment with initiatives.
- Prepare, coordinate and assist District Manager with board agenda items.
- Prepare and coordinate receipt, return and release of bonds, including but not limited to performance bonds, cash bonds, and letters of credit.
- Prepare, coordinate and manage district construction projects and professional services with knowledge of procurement, RFQs and RFPs, and contract negotiations.
- Identify potential challenges and develop mitigation strategies.
- Ensure clarity in roles and responsibilities; mentor, guide, and provide feedback to team members for continuous development.
- Act as the primary point of contact for problem resolution in the field environment received from, including but not limited to, other government agencies, residents, businesses, development stakeholders.
- Conduct regular update meetings with field operations staff, addressing concerns and ensuring alignment on initiative goals.
- Participate in the budget preparation, monitor expenditures, and ensure financial efficiency; track and report project-related expenses.
- Ensure timely delivery of projects, evaluating their success based on performance indicators; present end-of-project reports and insights to District Manager, highlighting achievements and areas for improvement.
- Assists with complex work activity in permit and records processing, tracking and other administrative areas.
- Assists with preparation of purchase orders, change orders, contracts, and other administrative areas.
- Attends meetings with District Manager, or others, as requested.
- Prepares visual aids, diagrams, charts, as well as committee and board agenda items.
- Compiles data and periodic reports as required.
- Prepares technical and administrative correspondence.
- Prepares and oversees contract documents for construction projects and permit renewals.
- Reviews and monitors compliance with contract requirements in annual contracts; requests vendor to provide documentation to verify compliance.
- Coordinates with the District's Attorney to implement, review and administer special conditions.
- Prepares agendas, exhibits, meeting minutes and summaries of meetings as directed by the District Manager.

- Assists with the answering of phones and transferring calls to appropriate personnel, as well as takes and relays messages.
- Serves as an emergency responder for storm events and recovery efforts as needed.
- Performs other duties as required.

EDUCATION AND EXPERIENCE:

- A bachelor's degree in civil engineering, environmental engineering, or related field; with three (3) years of supervisory experience in surface water field operations or infrastructure management; or any equivalent combination of related training and experience.
- Preferred Experience:
 - Professional Engineer (PE) license, or Engineer in Training (EIT) status
 - Experience working in or with independent special districts or equivalent governmental agencies
 - Knowledge of Florida Department of Environmental Protection (FDEP), and local water management district guidelines
 - Proficiency in GIS, AutoCAD, and Microsoft Office Suite

KNOWLEDGE AND ABILITIES:

- Strong knowledge of civil engineering plan review and permitting processes
- Knowledge of the geography of southwest Broward County
- Knowledge of government permit processes
- Knowledge of policy application, development and implementation
- Knowledge of government budgeting and procurement
- Knowledge of problem-solving techniques and strategies
- Knowledge of technological advances and modernization for administrative and operational productivity
- Ability to multitask, including prioritizing tasks, compartmentalizing projects and documenting everything for easy access and future reference
- Ability to communicate with multiple professional and trade disciplines
- Ability to manage time effectively, organize tasks, prioritize projects and communicate progress
- Ability to conduct independent research, analyze data, and report results
- Ability to establish and maintain effective working relationships with District employees and various stakeholders
- Ability to maintain effective public relations
- Ability to create multi-media presentation material using such programs as Microsoft Power Point, Project, and Publisher
- Ability to learn new software applications

Operations Engineer

August 1, 2026

Page 4 of 4

- Proficient in word processing, spreadsheet and database software
- Familiar with Florida's Sunshine Law
- Familiar with local Ethics Laws and practices.
- Proven track record in completing special projects
- Superior written and verbal communication skills.

Work Environment:

- This job generally operates in a professional office environment with occasional field visits. This role routinely uses a District vehicle and standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work:

- This is a full-time salaried position. Hours of work are generally Monday through Friday, 8:30 a.m. to 4:30 p.m. Hours may vary depending upon circumstances.