



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 21-11 **Position #:** 311002 **Posting Date:** 7/6/2021 **Application Deadline:** Until filled
Position Title: Chief, Bureau of Land Management Operations **Starting Salary:** Up to \$93,019.20 DOQ
Job Location: Econfina Field Office, 6418 E. Highway 20, Youngstown, FL 32466

Minimum Qualifications:

A Bachelor's degree and 10 years of experience in public land management administration or natural resource protection planning or related field. At least five years of experience must be in a supervisory capacity or a master's degree and 5 years of experience as above with at least two years' experience in a supervisory capacity. Florida Certified Contract Manager and Florida Certified Prescribed Burn Manager preferred. The position requires that the professional receive the Florida Certified Contract Negotiator within 24 months, Project Management Professional designations within 12 months of employment.

Special Abilities:

Ability to work with the public. Ability to work in the field. Ability to understand and apply applicable statutes, rules, regulations, policies and procedures relating to land management and acquisition program functions. Ability to communicate effectively verbally and in writing. Ability to plan, organize, develop, implement, prioritize, administer and coordinate land management projects/activities. Ability to evaluate, initiate, schedule and implement land management restoration and construction projects. Ability to establish and maintain an effective working relationship with employees, officials and the public. Ability to exercise sound independent judgment and tact.

Description of Position:

This is a professional and administrative position. This position is responsible for the administration of land management field operations and the supervision of field employees located in the Western, Central and Eastern Land Management Regions. This position has primary responsibility for the smooth operation and quality control of Division asset management administrative systems and field operations, including, but not limited to, the development and preparation of land management scope of work (SOW), bids, RFPs, agreements and the preparation, review and approval of all requisitions. Primary land management program responsibilities include timber inventory/sale administration, prescribed burning implementation and administration and habitat restoration, enhancement and maintenance activities/operations. This position is involved in public access and recreation site development, planning, maintenance, improvement and repair supervision. This position also conducts public works, land management reviews and assists in the development of land management plans and land management database development. Assists, when needed, in land acquisition activities.

Land Management Duties/Responsibilities: This position is primarily responsible for the development and implementation of the following land management activities/operations: 1) timber inventory/marketing activities, timber sales/harvesting operations 2) the planning and implementation of all prescribed burning activities and contracts and; 3) all habitat restoration, enhancement and maintenance activities/operations, including, but not limited to, site preparation, vegetation management, sand pine/HDWD eradication, reforestation, upland/wetland groundcover habitat restoration and ensuring contract compliance for all of the above. This position is also responsible for the development, implementation and administration of all SOWs, bids, RFPs, agreements and requisition for purchasing all vehicles, heavy equipment, other equipment, materials, supplies, trees and plants utilized in the primary land management activities/operations listed above.

Secondary duties and responsibilities include, but are not limited to, the development, implementation and administration of the following land management activities/operations: 1) boundary fencing and other land management contracts; 2) the oversight of recreation site planning, cleanup and maintenance, law enforcement/security service and portable toilet contractors in cooperation with the Land Management Administrator. Coordinator and project manager for public works inmate construction crew, land management surveys, capital construction projects, especially engineering projects dealing with streambank restoration/protection, erosion control, access/recreation site development, road construction, bridges, etc. in concert with the District's engineering consultant and the coordination and implementation of Cooperative Agreements with local governments and other government entities. Develops land management plans, conducts land management reviews and processes access licenses and Special Resource Area permits.

Land Acquisition Duties/Responsibilities: Assists in the evaluation of potential land acquisition projects. Conducts field evaluations of potential acquisition properties with the Division Director and other staff; supervise "Check Cruises" of forest inventory/appraisal reports with field staff. This position assists in the negotiation of public/land management access routes; and assists in the land acquisition evaluations/activities.

Examples of Work Performed: Annually implements and is project manager for 1,000 acres or more in thinning and clearcut pine timber harvests; conducts and oversees 5,000 to 7,500 acres or more of in-house and contract prescribed burning; +/- 1,000 acres of reforestation and habitat restoration contracts; purchases vehicles, heavy equipment, road repair/improvement materials, trees, plants, etc.; implements numerous erosion control and water resource protection projects utilizing in-house staff/contractors; development of District land management planning concepts, methodology, and policies; develops land management plans and conducts land management reviews; maintains a current understanding of all District operational programs; participates in inter-district and other intergovernmental planning and coordination activities, especially those dealing with land management activities; makes presentations to the Governing Board and recommends to staff and the Governing Board land management projects/activities; provides project-level planning and coordination with other divisions within the District, especially the development of operational and developmental plans; advises the Division Director on matters related to the above; and Performs other duties as required.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nfwwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.