



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

JOA #: 26-11 **Position #:** 511003 **Posting Date:** 03/06/2026 **Application Deadline:** Until filled

Position Title: Compliance Coordinator (ERP) **Starting Salary:** up to \$80,000 DOQ

Job Location: DFS 700 US-331, Defuniak Springs, FL 32435

Minimum Qualifications:

Preferred bachelor's degree in engineering, hydrology, environmental science, communication, public relations, or public administration, or four years of experience with emphasis on coordination of projects with regulatory applications and compliance enforcement. Supervisor's experience required. 8 years of supervisor experience can substitute for bachelor's degree. Requires a valid Driver's license.

Description of Position:

This is a professional supervisory position with the responsibility of overseeing, coordinating, and managing the compliance monitoring and enforcement activities related to the District's surface water programs regulated under Chapters 40A-6, 40A-44, and 62-330, F.A.C., and Part IV of Chapter 373, F.S. This position will supervise the daily operations, manage staff, and provide technical and administrative support to the Bureau Chief to ensure the effective implementation and enforcement of District rules and regulations. The position involves providing guidance on complex compliance and enforcement actions and may involve regular travel throughout the District.

Special Abilities and/or Requirements:

- **Supervisory Skills:** Proven ability to manage, lead, and develop a diverse team of field and professional staff.
- **Communication & Negotiation:** Effective written and verbal communication skills, including the ability to deal effectively and respectfully with the public, and strong negotiation, conflict resolution, and public negotiation skills.
- **Technical Knowledge:** Extensive knowledge of relevant Florida Statutes, Florida Administrative Codes, and District rules relating to surface water permitting and water management.
- **Problem-Solving:** Strong time management, attention to detail, and problem-solving skills, with a commitment to expeditious production and quality control of documents.
- **Independence:** Ability to work independently, project a positive public image, and work effectively with federal, state, and local agencies.
- **GIS/Computer Skills:** Ability to utilize Global Positioning System (GPS) technology, Microsoft Office, and knowledge of GIS/GPS and database applications.
- **Field Requirements:** Job requires the ability to perform site inspections, interpret construction plans, and potentially involves regular strenuous physical exertion in an outdoor setting, enduring inclement weather, and traversing rough terrain.
- **Preferences:** Direct knowledge of Chapters 62-330 and 62-340, F.A.C., relating to surface water permitting and water management, wetland indicators, and Florida Stormwater, Erosion and Sediment Inspector Certification is preferred.

Duties and Responsibilities:

Supervises, leads, and manages the work activities of the Bureau of Surface Water inspection and compliance staff. Coordinates, drafts, and reviews necessary compliance and enforcement actions arising from the Bureau of Surface Water. Evaluates construction activities based on an engineer design/plan set. Oversees inspection of construction sites and operation and maintenance activities to ensure compliance with rule exemptions, permitted designs, and conditions. Manages the process of researching and investigating complaints related to surface water activities, including, but not limited to, wetland impacts, unauthorized construction, and flooding. Provides complex technical and environmental support including the evaluation of activities for wetland impacts and the evaluation of mitigation activities related to compliance and enforcement. Ensures as-built certifications received are reviewed, inspected, processed, and routed to the Bureau Chief for approval with conversion to operation and maintenance or a Request for Additional Information is sent within statutory timeframes. Reviews inspection reports, compliance documentation, and prepares and processes documents (letters, notices, draft orders) for enforcement and non-compliance matters. Works with the Bureau Chief

How to apply: Submit a Northwest Florida Water Management District Application and resume to human.resources@nfwwater.com 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.



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to negotiate and finalize informal resolutions (e.g., consent agreements, permit modifications, etc.) to formal violations and coordinates formal enforcement activities. Coordinates with District staff, permittees, consultants and other agencies in resolving non-compliance issues. Represents the District in direct interaction with the public, utilizing experience and knowledge to resolve conflicts and challenges related to construction of regulated activities and non-compliance. Coordinates and prepares work necessary for administrative hearings relating to compliance and enforcement matters. Ensures compliance and enforcement database items are updated and maintained and all relevant documentation is uploaded into the database. Provides status briefings to the Bureau Chief. Attends office meetings, training classes, and applicable seminars/webinars when required. Performs other related duties as assigned.

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