



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

JOA #: 26-16 **Position #:** 524002 **Posting Date:** 05/15/2026 **Application Deadline:** 05/22/2026
Position Title: OPS Water Resource Representative **Starting Salary:** \$15.00 hour
Job Location: DeFuniak Springs Field Office, 700 US Hwy 331 South, DeFuniak Springs, FL 32435

Minimum Qualifications:

Must have completed three years of high school and possess a valid driver's license.

Special Abilities:

Considerable knowledge of business English, spelling and punctuation. Working knowledge of Windows applications including Excel, Word and Outlook as well as computer data entry. Ability to prepare routine documents and correspondence. Ability to receive and relate to the public with poise, tact, patience and courtesy. Knowledge of District rules, regulations, practices and procedures as well as familiarity with specialized technical vocabulary of the regulated programs is preferred.

Effective written and verbal communication skills. Ability to perform site inspections, interpret construction plans and graphical/aerial information, prepare technical reports and correspondence, respond to public inquiries, and utilize Global Positioning System (GPS) technology, Microsoft Office, and camera software. Strong time management skills and attention to detail. Ability to work independently, project a positive public image. Familiarity with Florida Statutes, Florida Administrative Code and programs relating to surface water permitting and water management preferred. Knowledge of surface water management project design, environmental project management, surveying equipment and techniques, and District ERP rules and regulations preferred.

Job routinely requires regular strenuous, physical exertion in an outdoor setting, including, but not limited to: enduring inclement weather conditions and general exposure to elements; traversing rough, uneven terrain without any vehicular assistance.

Description of Position:

Technical field position primarily responsible for assisting in on-site inspection of surface water management project sites. The position entails a high degree of responsibility relating to the inspection of activities permitted by the District, and the enforcement of the District's surface water permitting rules and regulations. Position may involve making immediate, on-site decisions using some independent judgment on matters related to District surface water regulation policies and rules. The position involves regular travel from the employee's assigned station to various locations throughout the District.

Inspects surface water management project construction sites and activities, using approved plans to ensure that the surface water management systems are constructed in accordance with rule exemptions or permitted designs and conditions; researches and investigates complaints received including, but not limited to, wetland impacts, unauthorized construction, and flooding; works with permittees to resolve deficiencies; prepares and maintains inspection reports, compliance information, and documents deficiencies during inspections; communicates with supervisor and colleagues regarding complaints or inspections that may require enforcement action; conducts site inspections to ensure rule and permit compliance while under construction and during operation and maintenance; attends office meetings, training classes, and applicable seminars/webinars when required; Works with compliance specialist in navigating compliance and enforcement activities; performs other related duties as assigned.

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.