



## Project Manager I, II, or III – Land Management and Water Resources

The Peace River Manasota Regional Water Supply Authority (Authority) is a regional public water supplier that currently provides 30 million gallons of wholesale drinking water per day to approximately 1,000,000 people in a rapidly growing region of southwest Florida. Authority water supplies currently include the Peace River, two large surface water reservoirs capable of storing 6.5 billion gallons of water, two Aquifer Storage and Recovery (ASR) Wellfields, and a 51 MGD water treatment facility. The Authority is currently in the process of planning for and developing new water supply source, storage, and treatment facilities to meet a projected need for approximately 23 MGD or more of new water supply over the next two decades.

To assist our team in continuing to successfully accomplish our mission to supply safe, resilient, environmentally sustainable, and cost-effective water supplies to our region, the Authority is hiring a Land Management and Water Resources Project Manager. The selected candidates will be classified and compensated as a Project Manager I, Project Manager II, or Project Manager III, commensurate with education and experience. The position is situated at the Authority's Peace River Facility located approximately five miles north of I-75 Kings Highway Exit 170 in the vicinity of Port Charlotte, Florida.

The board-approved salary range for these positions are currently

Title	Minimum	Mid	Maximum
Project Manager I	56,898.06	72,545.03	88,192.00
Project Manager II	62,730.12	79,980.90	97,231.68
Project Manager III	76,248.85	97,217.28	118,185.72

If, after reviewing the job description, you are interested, please send a complete application and resume to [careers@regionalwater.org](mailto:careers@regionalwater.org) to be considered for an interview. Our job application can be found at [www.regionalwater.org](http://www.regionalwater.org).

The Authority is an Equal Opportunity Employer and a drug-free workplace. Preference for initial appointment to certain positions will be extended to eligible veterans and spouses of veterans. To receive a veteran's preference, documentation must be submitted at the time of application.

## Project Manager I – Land Management & Water Resources

Pay Grade: 121

FLSA Status: Exempt

### **JOB SUMMARY**

This position is responsible for performing project management duties for land management on the 6,000-acre RV Griffin Reserve and adjacent Authority water supply facilities in southwest DeSoto County, performance of water resource monitoring and compliance reporting to regulatory agencies, and monitoring and management of Authority water supply sources. Employees in this class perform duties of considerable difficulty requiring initiative and judgment under general supervision.

### **ESSENTIAL JOB FUNCTIONS**

- Oversees land management of the approximately 6,000-acre RV Griffin Reserve and adjacent Authority water supply facilities, including but not limited to natural environmental and manmade wetland mitigation features, road and trail maintenance, onsite land activities and access, fire management, and other pertinent activities.
- Assists in coordinating and general oversight of access and onsite activities by outside parties such as contractors, consultants, land maintenance personnel, and members of the public conducting recreational activities on public-access areas.
- Land management-related coordination with the Southwest Florida Water Management District (SWFWMD), Florida Fish and Wildlife Conservation Commission (FWC), Florida Department of Environmental Protection (FDEP), local law enforcement, and other outside parties.
- Oversees water resource and water supply monitoring and compliance reporting to regulatory agencies such as the SWFWMD, FDEP, and FWC.
- Monitoring and management assistance with Authority water supply sources and related resources and infrastructure, particularly Aquifer Storage and Recovery (ASR) wells, brackish groundwater wells, environmental systems, and surface water supply sources (Peace River and large-scale water storage reservoirs).
- Participates in water supply-related permitting and compliance activities.
- Provides general guidance and training to other lower-level staff.
- Coordination with other large-scale landowners and water users that may affect or be affected by Authority water supply-related activities, as assigned, including but not limited to the Horse Creek Stewardship Program.
- Participates in the Technical Advisory Committee (TAC) for the Charlotte & Heartland National Estuary Partnership, as assigned.
- Assesses project staffing needs and recommends appropriate staffing levels.
- Establishes procedures and guidelines to ensure effective project outcomes.
- Prepares and monitors project schedules to ensure timely completion of projects.

- Prepares and monitors project budgets to ensure cost-effective project completion.
- Coordinates project activities with appropriate internal staff, local governments, and regulatory agencies.
- Reviews and comments on draft planning, engineering, geologic, and other scientific reports.
- Provides technical assistance to support water supply facility operations, repairs and construction.
- Supervises or participates in the preparation of regulatory compliance-related reports and submittals.
- Trains, plans, directs, and reviews the work of one or more staff members in department or assigned to projects.
- Prepares work orders on these contracts and processes the invoices for work performed.
- Schedules recurring inspections for various operations systems.
- Negotiates project pricing and related activities based on scopes of work for various projects.
- Organizes, coordinates, and attends project progress meetings with consultants and construction groups.
- Participates in the department cross-training initiatives to acquire knowledge and skill sets to support the Authority.
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree; and at least two (2) years of relevant experience; or an equivalent combination of pertinent education and experience.

#### **Special Qualifications:**

- A valid State of Florida driver's license to operate the motor vehicle operated. The requirement exists at the time of hire and as a condition of continued employment.
- Within two years of employment or placement
  - Completion of Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) through the Project Management Institute

#### **Knowledge, Skills and Abilities:**

- Knowledge or project management principles and practice
- Knowledge of the functions, activities, requirements and objectives of assigned projects
- Knowledge of the PRMRWSA policies and procedures.
- Knowledge of design and construction process
- Knowledge of regulatory requirements and process
- Ability to supervise the work of consultants
- Ability to perform complex mathematical calculations.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.
- Ability to plan, organize, schedule and conduct work under minimal supervision.
- Ability to identify hazards and apply appropriate safety precautions.
- Ability to work effectively with others.

- Ability to use and be proficient in the use of computer systems, modern office equipment, and computer software, including the Microsoft Office suite.
- Ability to work effectively with all levels of management and other staff members and demonstrate initiative, mature judgement, customer orientation, and ability to anticipate the organization's needs.
- Ability to operate a motor vehicle, motorboat, and boat trailer properly and safely within one year of hire.

### **Minimum Standards required to perform essential job functions**

#### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Tasks involve the regular, and at times sustained, performance of moderately physically demanding work, typically involving some combination of walking, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials. In addition, you must have the ability to sit and stand for extended periods as well as bend, twist, squat, kneel, push, pull and exhibit a full range of movement.

#### **SENSORY ABILITIES**

Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate odors. Some tasks require visual perception and discrimination.

#### **WORK ENVIRONMENT**

Tasks will involve work within an indoor office environment, and work outdoors in a wide range of southwest Florida weather conditions, and in typical southwest Florida terrain.

*All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities, and requirements of the position. Employees may be required to perform other job-related duties as required to meet the ongoing needs of the organization.*

*I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.*

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Project Manager II – Land Management & Water Resources

Pay Grade: 123

FLSA Status: Exempt

### **JOB SUMMARY**

This position is responsible for performing project management duties for land management on the 6,000-acre RV Griffin Reserve and adjacent Authority water supply facilities in southwest DeSoto County, performance of water resource monitoring and compliance reporting to regulatory agencies, and monitoring and management of Authority water supply sources. Employees in this class perform duties of considerable difficulty requiring initiative and judgment under general supervision.

### **ESSENTIAL JOB FUNCTIONS**

- Oversees land management of the approximately 6,000-acre RV Griffin Reserve and adjacent Authority water supply facilities, including but not limited to natural environmental and manmade wetland mitigation features, road and trail maintenance, onsite land activities and access, fire management, and other pertinent activities.
- Assists in coordinating and general oversight of access and onsite activities by outside parties such as contractors, consultants, land maintenance personnel, and members of the public conducting recreational activities on public-access areas.
- Land management-related coordination with the Southwest Florida Water Management District (SWFWMD), Florida Fish and Wildlife Conservation Commission (FWC), Florida Department of Environmental Protection (FDEP), local law enforcement, and other outside parties.
- Oversees water resource and water supply monitoring and compliance reporting to regulatory agencies such as the SWFWMD, FDEP, and FWC.
- Monitoring and management assistance with Authority water supply sources and related resources and infrastructure, particularly Aquifer Storage and Recovery (ASR) wells, brackish groundwater wells, environmental systems, and surface water supply sources (Peace River and large-scale water storage reservoirs).
- Participates in water supply-related permitting and compliance activities.
- Provides general guidance and training to other lower-level staff.
- Coordination with other large-scale landowners and water users that may affect or be affected by Authority water supply-related activities, as assigned, including but not limited to the Horse Creek Stewardship Program.
- Participates in the Technical Advisory Committee (TAC) for the Charlotte & Heartland National Estuary Partnership, as assigned.
- Assesses project staffing needs and recommends appropriate staffing levels.
- Establishes procedures and guidelines to ensure effective project outcomes.
- Prepares and monitors project schedules to ensure timely completion of projects.

- Prepares and monitors project budgets to ensure cost-effective project completion.
- Coordinates project activities with appropriate internal staff, local governments, and regulatory agencies.
- Reviews and comments on draft planning, engineering, geologic, and other scientific reports.
- Provides technical assistance to support water supply facility operations, repairs and construction.
- Supervises or participates in the preparation of regulatory compliance-related reports and submittals.
- Trains, plans, directs, and reviews the work of one or more staff members in department or assigned to projects.
- Prepares work orders on these contracts and processes the invoices for work performed.
- Schedules recurring inspections for various operations systems.
- Negotiates project pricing and related activities based on scopes of work for various projects.
- Organizes, coordinates, and attends project progress meetings with consultants and construction groups.
- Participates in the department cross-training initiatives to acquire knowledge and skill sets to support the Authority.
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree; and five (5) years of relevant experience; or an equivalent combination of pertinent education and experience.

#### **Special Qualifications:**

- A valid State of Florida driver's license to operate the motor vehicle operated. The requirement exists at the time of hire and as a condition of continued employment.
- Within two years of employment or placement
  - Completion of Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) through the Project Management Institute

#### **Knowledge, Skills and Abilities:**

- Knowledge or project management principles and practice
- Knowledge of the functions, activities, requirements and objectives of assigned projects
- Knowledge of the PRMRWSA policies and procedures.
- Knowledge of design and construction process
- Knowledge of regulatory requirements and process
- Ability to supervise the work of consultants
- Ability to perform complex mathematical calculations.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.
- Ability to plan, organize, schedule and conduct work under minimal supervision.
- Ability to identify hazards and apply appropriate safety precautions.
- Ability to work effectively with others.

- Ability to use and be proficient in the use of computer systems, modern office equipment, and computer software, including the Microsoft Office suite.
- Ability to work effectively with all levels of management and other staff members and demonstrate initiative, mature judgement, customer orientation, and ability to anticipate the organization's needs.
- Ability to operate a motor vehicle, motorboat, and boat trailer properly and safely within one year of hire.

### **Minimum Standards required to perform essential job functions**

#### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Tasks involve the regular, and at times sustained, performance of moderately physically demanding work, typically involving some combination of walking, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials. In addition, you must have the ability to sit and stand for extended periods as well as bend, twist, squat, kneel, push, pull and exhibit a full range of movement.

#### **SENSORY ABILITIES**

Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate odors. Some tasks require visual perception and discrimination.

#### **WORK ENVIRONMENT**

Tasks will involve work within an indoor office environment, and work outdoors in a wide range of southwest Florida weather conditions, and in typical southwest Florida terrain.

*All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities, and requirements of the position. Employees may be required to perform other job-related duties as required to meet the ongoing needs of the organization.*

*I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.*

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Project Manager III – Land Management & Water Resources

Pay Grade: 127

FLSA Status: Exempt

### **JOB SUMMARY**

This position is responsible for performing project management duties for land management on the 6,000-acre RV Griffin Reserve and adjacent Authority water supply facilities in southwest DeSoto County, performance of water resource monitoring and compliance reporting to regulatory agencies, and monitoring and management of Authority water supply sources. Employees in this class perform duties of considerable difficulty requiring initiative and judgment under general supervision.

### **ESSENTIAL JOB FUNCTIONS**

- Oversees land management of the approximately 6,000-acre RV Griffin Reserve and adjacent Authority water supply facilities, including but not limited to natural environmental and manmade wetland mitigation features, road and trail maintenance, onsite land activities and access, fire management, and other pertinent activities.
- Assists in coordinating and general oversight of access and onsite activities by outside parties such as contractors, consultants, land maintenance personnel, and members of the public conducting recreational activities on public-access areas.
- Land management-related coordination with the Southwest Florida Water Management District (SWFWMD), Florida Fish and Wildlife Conservation Commission (FWC), Florida Department of Environmental Protection (FDEP), local law enforcement, and other outside parties.
- Oversees water resource and water supply monitoring and compliance reporting to regulatory agencies such as the SWFWMD, FDEP, and FWC.
- Monitoring and management assistance with Authority water supply sources and related resources and infrastructure, particularly Aquifer Storage and Recovery (ASR) wells, brackish groundwater wells, environmental systems, and surface water supply sources (Peace River and large-scale water storage reservoirs).
- Participates in water supply-related permitting and compliance activities.
- Provides general guidance and training to other lower-level staff.
- Coordination with other large-scale landowners and water users that may affect or be affected by Authority water supply-related activities, as assigned, including but not limited to the Horse Creek Stewardship Program.
- Participates in the Technical Advisory Committee (TAC) for the Charlotte & Heartland National Estuary Partnership, as assigned.
- Assesses project staffing needs and recommends appropriate staffing levels.
- Establishes procedures and guidelines to ensure effective project outcomes.
- Prepares and monitors project schedules to ensure timely completion of projects.



- Prepares and monitors project budgets to ensure cost-effective project completion.
- Coordinates project activities with appropriate internal staff, local governments, and regulatory agencies.
- Reviews and comments on draft planning, engineering, geologic, and other scientific reports.
- Provides technical assistance to support water supply facility operations, repairs and construction.
- Supervises or participates in the preparation of regulatory compliance-related reports and submittals.
- Trains, plans, directs, and reviews the work of one or more staff members in department or assigned to projects.
- Prepares work orders on these contracts and processes the invoices for work performed.
- Schedules recurring inspections for various operations systems.
- Negotiates project pricing and related activities based on scopes of work for various projects.
- Organizes, coordinates, and attends project progress meetings with consultants and construction groups.
- Participates in the department cross-training initiatives to acquire knowledge and skill sets to support the Authority.
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree; and at least ten (10) years of relevant experience; or an equivalent combination of pertinent education and experience.

#### **Special Qualifications:**

- A valid State of Florida driver's license to operate the motor vehicle operated. The requirement exists at the time of hire and as a condition of continued employment.
- Within two years of employment or placement
  - Completion of Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) through the Project Management Institute

#### **Knowledge, Skills and Abilities:**

- Knowledge of project management principles and practice
- Knowledge of the functions, activities, requirements and objectives of assigned projects
- Knowledge of the PRMRWSA policies and procedures.
- Knowledge of design and construction process
- Knowledge of regulatory requirements and process
- Ability to supervise the work of consultants
- Ability to perform complex mathematical calculations.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.
- Ability to plan, organize, schedule and conduct work under minimal supervision.

- Ability to identify hazards and apply appropriate safety precautions.
- Ability to work effectively with others.
- Ability to use and be proficient in the use of computer systems, modern office equipment, and computer software, including the Microsoft Office suite.
- Ability to work effectively with all levels of management and other staff members and demonstrate initiative, mature judgement, customer orientation, and ability to anticipate the organization's needs.
- Ability to operate a motor vehicle, motorboat, and boat trailer properly and safely within one year of hire.

### **Minimum Standards required to perform essential job functions**

#### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Tasks involve the regular, and at times sustained, performance of moderately physically demanding work, typically involving some combination of walking, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials. In addition, you must have the ability to sit and stand for extended periods as well as bend, twist, squat, kneel, push, pull and exhibit a full range of movement.

#### **SENSORY ABILITIES**

Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate odors. Some tasks require visual perception and discrimination.

#### **WORK ENVIRONMENT**

Tasks will involve work within an indoor office environment, and work outdoors in a wide range of southwest Florida weather conditions, and in typical southwest Florida terrain.

*All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities, and requirements of the position. Employees may be required to perform other job-related duties as required to meet the ongoing needs of the organization.*

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Employee Printed Name

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Employee Signature

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Date