

MECKLENBURG COUNTY STORM WATER SERVICES EMPLOYMENT

This position was responsible for the development and implementation of water resources projects consisting of stream and wetland restoration, both structural and institutional flood hazard mitigation, watershed planning studies and long-term monitoring / maintenance of the floodplain system to enhance the quality of life through environmental stewardship and economic vitality.

Key to this objective was the ability to obtain outside funding to supplement storm water fee revenue, successfully negotiate the donation of conservation easements and property acquisition, creation of favorable working relationships with permitting authorities at the state and federal level, coordination of projects with other city and county projects to maximize resources and minimize costs all the while understanding the technical details of various professional disciplines (engineering, land surveying, botany, biology, chemistry, geomorphology, soils science). Average annual outside revenue secured exceeds \$1 million.

Project development required familiarity with various disciplines and their relationships to complex environmental systems --- largely driven by permitting requirements --- and successful integration of them into project designs and economical construction methods.

NATURE & SCOPE OF TASKS

1. Manage professional service (consultant) contracts
 - a. Preparing RFP's, executing contracts, reviewing and approving submissions, negotiating and executing contract amendments and reviewing and approving invoices
 - b. Few services are provided in-house; the private sector is utilized for almost all work
2. Manage construction contracts
 - a. Preparing bid documents, bidding and awarding contracts, reviewing and approving work, negotiating and executing contract amendments and reviewing and approving invoices
 - b. Construction services are provided by the private sector for almost all work and were overseen, sometimes directed, by myself or a designee
3. Manage demolition contracts
 - a. Preparing bid documents, bidding and awarding contracts, reviewing and approving work, negotiating and executing contract amendments and reviewing and approving invoices
 - b. Demolition services are provided by the private sector for all work and were overseen, sometimes directed, by myself or a designee
4. Supplemental, external funding
 - a. Prepare grant applications, meet with reviewers, prepare status reports, manage fiscal contracts, negotiate terms, locate suitable projects that achieve multiple objectives for grantor and Mecklenburg County, coordinate purchase of fee-simple land or negotiate various easements with affected property owners
 - b. Developed and maintain three key outside funding relationships --- North Carolina Wetlands Restoration Program, Clean Water Management Trust Fund, North Carolina Division of Water Resources --- which annually contribute in excess of \$1 million to the annual budget
5. Preparation of Board actions with backup materials
 - a. Creation of new requests, new legal language, justification using digital submittals
 - b. Board action required for land purchases, construction and consulting contracts, street abandonment applications, grant submissions, resolutions to donate and/or destroy county property.

6. General coordinating efforts across various city and county departments that all have interests in the floodplain
 - a. Meetings, written objectives, mapping of proposed projects and extensive use of GIS to facilitate advance planning efforts; also represent department on Creek Coordinating Committee
 - b. Minimize construction disruption and costs through joint-construction efforts and securing joint-use easements or strategic land purchases
7. Maintain high-visibility organization
 - a. Continuing education classes, participating in conferences, regulatory meetings, seminars and sponsoring field trips highlighting water resources projects; routinely presenting various topics at conferences
 - b. Achieved respect among peers and federal/state regulators as an "industry leader"
8. Maintain customer-oriented organization
 - a. Creation of an extensive website (create, update, organize, advertise); electronic "publication" of data (reports, standard drawings, specifications, bid results) and information with an easy-to-remember URL
 - b. Reduce internal and external customer service times and reduce staff workload --- most common response to telephone and e-mail inquiries is "... you can find that on our website ... stormwaterservices.com; here is where you'll find it ..."
 - c. Answer customer inquiries (in-house, property owners, professionals, real estate, insurers, regulators, academic, out-of-state authorities)
 - d. Various media (telephone, fax, website, e-mail, postal, in-person), including field trips and meetings as necessary
9. Demonstrate Mecklenburg County's national leadership and financial commitment to both flood hazard mitigation and stream/wetland restoration objectives.
 - a. County-wide creek name sign program (design of 6 prototypes; inter-departmental coordination; fabrication, installation; GIS inventory)
 - b. Completed design, fabrication and installation; over 300 highway-stream crossings now have creek names signs with various departmental logos
 - c. Raise awareness of creeks as a natural resource to be protected; also created proto-type designs of public educational signage to inform public of various projects' purposes

INTERACT WITH THE FOLLOWING:

| | WITH | NATURE AND SCOPE | FREQUENCY |
|-----|---|--|-----------|
| 1. | Managers/Directors | Project updates, provide/receive direction | Weekly |
| 2. | Customers/Citizens/ Property Owners | Provide excellent customer service by sharing project information and answering general questions via public meetings, e-mail, website, and telephone calls. | Daily |
| 3. | Mecklenburg County Real Estate Services | Discuss and prepare documents for proposed land and easement acquisitions; street abandonment and various right-of-way procedures; Board action items | Daily |
| 4. | Mecklenburg County Water Quality Program | Coordinate pre- and post-construction monitoring of projects; plan for new project locations | Daily |
| 5. | Mecklenburg County Park & Greenway Planners | Discuss and coordinate joint construction projects, adjusting schedules and scope of work as needed | Daily |
| 6. | Consulting Engineers & Surveyors | Plan, design and implement specific scopes of work of projects and assure that consultant efforts compliment other activities such as real estate, funding, monitoring, etc. | Daily |
| 7. | Construction Contractors | Coordinate schedules, directives from consultants, pay request information, schedule, field changes, etc. | Daily |
| 8. | Other Project Managers (city, county & private) | Compare activities and solicit input for improved methods in various disciplines and other jurisdictions | Weekly |
| 9. | Regulators | Maintain favorable working relationships and keep up-to-date on newest, ever-changing regulations | Monthly |
| 10. | Funding sources | Maintain favorable working relationships and "market/shop" viable projects to USACE, NCDWR, NCWRP, CWMTF | Monthly |
| 11. | Utilities | Coordinate potential conflicts, negotiate cost sharing | Quarterly |
| 12. | Government/Public Agencies | Network and share programmatic approaches with various public agencies throughout the country | Monthly |
| 13. | Finance, Legal and/or Purchasing Departments | Discuss fund availability, legal requirements, or procurement procedures | Weekly |