

## **Job Announcement: Land & Flood Control Operations Coordinator**

**Salary Range:** \$64,195 to \$83,470 (negotiable depending on experience)

**Closing Date:** First round reviews will be Monday, July 22<sup>nd</sup> at 12:00 pm. This position is open until filled.

The Lower Platte South Natural Resources District (LPSNRD) is seeking a dedicated and experienced professional to join our team as a Land & Flood Control Operations Coordinator. Under the general supervision of the District Engineer, this role is pivotal in planning, coordinating, supervising, and executing inspection, operation, and maintenance activities for completed district projects and properties.

### **Key Responsibilities:**

- Coordinate daily operations, staffing, and activities of the Operation and Maintenance team.
- Supervise Operation and Maintenance Technicians, Land Management Technicians, Corrections Crew Supervisors, and Seasonal crews.
- Collaborate with District departments and external agencies.
- Conduct annual and other inspections of completed district projects, document findings, and evaluate maintenance or repair needs, alternatives, costs, and schedules.
- Prioritize and oversee the activities of the Corrections Department crew(s) in coordination with the Work Detail Supervisor and other staff, ensuring the provision of necessary materials and equipment.
- Assist in reviewing Section 408 submittals for development in critical areas of federal flood control projects, including the Salt Creek Levee System and Antelope Creek flood control project.
- Manage and coordinate District flood alert procedures and operations for the Salt Creek Levee System.
- Coordinate the District's weed control program on wildlife management areas, wetlands, and trails, utilizing mechanical and/or chemical applications. Ensure all required permits and necessary training are obtained.
- Prepare bidding documents for maintenance projects and oversee contractor-led maintenance repairs.
- Serve as a liaison between the District and private landowners or agencies regarding inspection, operation, and maintenance responsibilities.
- Schedule and arrange necessary maintenance, repairs, or replacements of District facilities, vehicles, and equipment.
- Maintain organized and accessible property and project documents and files.
- Prepare and maintain a current list of equipment and costs from private contractors for potential District work.
- Assist in preparing the District's budget and Long-Range Implementation Plan.

### **Qualifications:**

- Knowledge of inspection techniques, maintenance and repair construction methods, and land management and restoration methods.
- Ability to supervise and direct the work of others, perform mechanical work, stay organized, communicate effectively, and understand instructions.
- Skills in land management, operation and maintenance of equipment, and proficiency in Microsoft Office Suite.

- Must have a valid Driver's License.
- Physical capability to lift 25-50 pounds from ground level to chest.
- Ability to work outdoors in various conditions and flexible hours, including job-related evening meetings.

**How to Apply:**

Interested candidates should submit a letter of interest and resume to the attention of Al Langdale at:

Lower Platte South NRD  
PO Box 83581  
Lincoln, NE 68501-3581

Or email to: [jobs@lpsnrd.org](mailto:jobs@lpsnrd.org)

For further information, please contact the District at 402-476-2729.

We look forward to receiving your application!

## LAND & FLOOD CONTROL OPERATIONS COORDINATOR

### **Job Description:**

Under the general supervision of the District Engineer, the Land & Flood Control Operations Coordinator is responsible for planning, coordinating, supervising, and executing inspection, operation, and maintenance activities for completed district projects and properties.

### **Key Responsibilities:**

- Coordinate daily operations, staffing, and activities of the Operation and Maintenance team.
- Supervise Operation and Maintenance Technicians, Land Management Technicians, Corrections Crew Supervisors, and Seasonal crews.
- Collaborate with District departments and external agencies.
- Conduct annual and other inspections of completed district projects, document findings, and evaluate maintenance or repair needs, alternatives, costs, and schedules.
- Prioritize and oversee the activities of the Corrections Department crew(s) in coordination with the Work Detail Supervisor and other staff, ensuring the provision of necessary materials and equipment.
- Assist in reviewing Section 408 submittals for development in critical areas of federal flood control projects, including the Salt Creek Levee System and Antelope Creek flood control project.
- Manage and coordinate District flood alert procedures and operations for the Salt Creek Levee System.
- Coordinate the District's weed control program on wildlife management areas, wetlands, and trails, utilizing mechanical and/or chemical applications. Ensure all required permits and necessary training are obtained.
- Prepare bidding documents for maintenance projects and oversee contractor-led maintenance repairs.
- Serve as a liaison between the District and private landowners or agencies regarding inspection, operation, and maintenance responsibilities.
- Schedule and arrange necessary maintenance, repairs, or replacements of District facilities, vehicles, and equipment.
- Maintain organized and accessible property and project documents and files.
- Prepare and maintain a current list of equipment and costs from private contractors for potential District work.
- Assist in preparing the District's budget and Long-Range Implementation Plan.

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

- **Knowledge of:** Inspection techniques, maintenance and repair construction methods, land management, and restoration methods.
- **Ability to:** Supervise and direct the work of others, perform mechanical work, stay organized, communicate effectively, and understand instructions.
- **Skills in:** Land management, operation and maintenance of equipment, proficiency in Microsoft Office Suite.

**Requirements:**

- Valid Driver's License.
- Physical capability to lift 25-50 pounds from ground level to chest.
- Ability to work outdoors in various conditions.
- Flexibility to work varied hours, including job-related evening meetings.

**Position Classification:**

- Full-time
- Salary
- Exempt