

Volusia County Habitat Conservation Plan  
**Environmental Permitting & Compliance Associate**

Volusia County Environmental Management is seeking a Beach and Dune Protection permitting and compliance associate. This position is located in Daytona Beach, Florida.

**Position Summary:**

The associate will work under Volusia County Environmental Management's Sea Turtle Habitat Conservation Plan program. This position will involve reviewing and issuing environmental permits in addition to conducting inspections of activities to ensure compliance with the Beach and Dunes ordinance. The primary role of this contract position is to assist with the management of coastal construction permits in the aftermath of Hurricanes Ian and Nicole which occurred in 2022.

This is an hourly, full-time position which will last at least one year from the date of hire. The pay rate is \$20/hour, 40 hours per week. The anticipated schedule is Monday through Friday 8-5pm. Benefits are NOT included. A vehicle for work is provided.

**Duties include, but are not limited to:**

- Assist property owners in obtaining permits for coastal construction activities including but not limited to seawalls and walkovers.
- Review all coastal construction permit applications, correspond with applicants on needed information and issue permits using AMANDA software program.
- Conduct initial, final and compliance inspections of beachfront properties.
- Review permits issued by the Florida Department of Environmental Protection (FDEP) to ensure consistency with the County's Beaches and Dunes Minimum Standard.
- Assess property construction for code compliance and advise owners of potential violations.
- Initiate code compliance actions as needed including sending notices and initiating code violation cases.
- Coordinate with municipalities and other county Departments and Divisions.

All applicants must be 21 years of age or older, pass a background check, and have or be able to obtain a valid Florida driver's license.

The preferred applicant will have a bachelor's degree in Biology, Environmental Science, Conservation, or related field and at least 1 year of environmental permitting experience with AMANDA software system or a similar program and be detail oriented.

Applicants must send a resume, cover letter, and three professional references to:  
Volusia County Environmental Management, 440 S. Beach St., Daytona Beach, FL 32114  
Attn: Jaymie Reneker, or via email to [jreneker@volusia.org](mailto:jreneker@volusia.org)

**Position will remain open until filled.**