

Ellyn Cavin. P.E.

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SUMMARY

Professional Engineer skilled in the design, construction, and maintenance of commercial convenience stores, utilizing a mixture of engineering expertise and strong communication skills to design efficient programs and solutions. Extensive background managing highly-effective preventative maintenance and compliance programs throughout the Southeastern United States.

HIGHLIGHTS

- Extensive knowledge of FDEP regulations
- Enthusiastic and action-oriented
- Excellent communication and presentation skills
- Proficient in Windows, MS Office, and PowerPoint
- Eager to tackle complex problems
- Outstanding project management and scheduling skill

ACCOMPLISHMENTS

Produced and presented detailed Annual Utility Reviews outlining utility usage and energy efficient strategies for over thirty of the largest businesses in Jacksonville.

Introduced new policy and procedures to the Gate Marketing Service department which resulted in 98% customer satisfaction in a survey of store managers and supervisors regarding timely response and solution to store maintenance issues.

EXPERIENCE

City of Jacksonville, 06/2018 to present
Planning Services Manager

- Draft guidance language describing the requirement of a Maintenance of Drainage Plan (MODP) for all projects that have any off-site contributing area; review and approve all MODPs prior to issuing a permit; inspect active sites for compliance with the approved MODP
- Active participation in the Subdivision Standards and Policy Advisory Committee
- Assist the Chief in the implementation of the Floodplain Ordinance, including overseeing revisions to the city's Floodplain Permit with the objective being to improve the city's ranking in the Federal Emergency Management Agency's Community Rating System
- Oversee the revision of the Land Development Procedures Manual to include language adopted by the Storm Resiliency and Infrastructure Development Review Committee
- Perform 10-set plan review and inspect "one-off" commercial projects that include complex drainage designs
- Assist customers through the Development Services permitting process, consult with the right-of-way, floodplain, and zoning groups to ensure compliance with all requirements
- Oversee the investigation and resolution of all CARE drainage issues
- Assist customers, through site visits, office meetings, emails, and phone calls, to achieve satisfactory resolution of their drainage issues prior to initiating enforcement activities
- Oversee enforcement activities on sites that fail to comply with the Drainage Ordinance
- Oversee drainage plan review on all new houses on in-fill lots
- Oversee drainage inspections on all new houses on in-fill lots, conduct random inspections on other new home construction prior to issuing a Certificate of Occupancy

Engineering Consultant, Jacksonville, FL
04/2017 to 06/2018

- Provided Engineering Project Management services, including geotechnical services, design of environmental remediation systems, installation oversight, ensuring compliance with applicable regulations, and report preparation

Accountant Executive, 11/2015 to 04/2017
JEA - Jacksonville, FL

- Maintained over thirty of the largest customer accounts in Jacksonville and provided personalized service to each account, including frequent travel to each customer facility, preparing and presenting detailed Annual Utility Reviews utilizing PowerPoint/Excel, and providing immediate response to customer concerns
- Effectively promoted and led collaboration within all levels of the organization both internal and external to achieve desired outcomes utilizing project management tools and methodologies
- Identified trends (both customer and market) to identify and implement efficient corrective action
- Completed ongoing analysis of major customers to include Bill Audits, Rate analysis, customer usage profiles, ROI, and simple payback
- Facilitated contract negotiations; developed and wrote contracts in collaboration with appropriate stakeholders
- Educated customers about new products and service enhancements
- Provided and maintained service level agreements to meet or exceed customer needs

Environmental Manager, 07/1996 to 06/2015
Gate Petroleum Company - Jacksonville, FL

- Managed facility maintenance program for over 100 Gate gas stations, including HVAC, refrigeration, electrical, and petroleum storage and dispensing systems
- Provided engineering oversight for all fuel system and remediation construction projects by negotiating contracts, preparing a budget, establishing project goals and strategies, establishing a work schedule, reviewing and approving all submittals, and preparing detailed progress reports
- Oversaw the design and preparation of plans, provided specifications, and approved cost estimates for gas station fuel system construction, operation, and maintenance
- Provided on-site supervision and inspection of construction activities to ensure adherence to design specifications and regulatory compliance
- Daily communication with contractors and regulatory agencies to identify specific problems and solutions as related to construction and maintenance activities
- Coordinated construction activities with multiple regulatory agencies, including FDOT, JTA, COJ, FDEP, and Water Management Districts
- Managed legal issues related to petroleum storage system by negotiating settlements, attending legal proceedings, directing legal strategies and providing testimony at legal proceedings
- Prepared annual budget of Environmental Department capital expenditures
- Developed all departmental policies and procedures
- Developed and implemented safety training programs for all contractors and employees

EDUCATION AND LICENSURE

Florida Board of Professional Engineers: Licensed Professional Engineer, 2000
Environmental Engineering, #56128

Bachelor of Science: Environmental Engineering, 1995
University of Florida - Gainesville, FL

AFFILIATIONS

Florida Engineering Society
Florida Association of Environmental Professionals
Association of State Floodplain Managers