

Amy Tootle, PE, CPM

Civil Engineer

Licensed Civil Engineer with over 20 years experience in both the private and public sector, skilled in both design and construction management. Proven senior level leader who has developed and managed highly effective teams, by improving work processes, in order to maximize efficiencies, not only in my work unit but the organization as a whole.

Work History

2020-11 -
Current

Public Works Director

*Santa Rosa County Board Of County Commissioners,
Milton, FL*

- Provides daily oversight of the Public Works Department, spanning engineering, surveying, inspections, operation & maintenance, and fleet management which includes 120+ full time employees, 4 Department of Corrections officers, 30+ inmates and 3+ temporary employees
- Executes the departments \$17M budget, controlling expenditures and requisition approvals
- Prepares agenda items for Board of County Commissioner meetings
- Develops and delivers presentations to the Board of County Commissioners
- Monitors designs, surveys, development plans, cost estimates, construction, and inspections for all capital projects; interfaced with federal, state, and local agencies
- Responsible for the assignment of duties, setting work standards, and evaluating employees
- Establishes organizational and infrastructure long-range goals.
- Teams with various departments to establish procedures to maintain, repair, and manage the County's infrastructure
- Communicates regularly with executive and senior

Contact

Address

Phone

E-mail

LinkedIn

Skills

Public Speaking



Leadership



Innovation



Team Building



Communication



Project Management



management, government agencies (FDEP, FDOT, Sheriff), and the public

- Interviews job applicants, asking appropriate questions regarding background, experience and education
- Handles problematic customers and clients to assist lower-level employees and maintain customer service
- Develops scope of services for various material, contractual and professional services contracts

2020-06 -
2020-11

Project Engineer

*Santa Rosa County Board Of County Commissioners,
Milton, FL*

- Project Manager on Capital Improvement Projects
- Reviewer of Subdivision, Site and Capital Improvement Construction Plans per the County's Land Development Code
- Participated in pre-construction meetings
- Researched and responded to citizen concerns
- Attended new development pre-application meetings

2019-08 -
2020-06

Corridor Program Manager

Florida Department Of Transportation, Tallahassee, FL

- Primary point of contact for the Multi-use Corridors of Regional Economic Significance (M-CORES) program
- Responsible for delivering presentations to educate stakeholders about the M-CORES program
- Attended every Task Force meeting and delivered presentations for each of the three corridors
- Contract Manager for the \$2.5 Million Statewide Workforce Development program
- Chair for the Alternative Contracting Task Team steering committee between FDOT, contractors and consultants

2015-07 -
2019-08

State Construction Engineer

*Florida Department Of Transportation, Tallahassee,
Florida*

- Managed and led a staff of eleven engineers and

specialists

- Developed and maintained statewide construction policy and procedures, including Standard Specifications and the Construction Project Administration Manual
- Developed and maintained the State Construction Office's Continuity of Operation Plan (COOP)
- Member and Vice Chair of the American Association of State Highway and Transportation Officials (AASHTO) Committee on Construction
- Managed the construction specialty Quality Assurance Review Program and participated in audits
- Chaired various task teams between FDOT, contractors and consultants
- Implemented e-Construction statewide, amounting to \$20 million per year in savings
- Delivered numerous presentations and participated in Federal Highway Administration (FHWA) peer exchanges nationwide on the FDOT's e-Construction program

**2013-07 -
2015-07**

Construction Final Estimates Engineer

Florida Department Of Transportation, Tallahassee, FL

- Managed and led a staff of three final estimates engineers and specialists
- Developed and maintained statewide construction final estimates policy and procedures, including Standard Specifications and the Final Estimates Review and Administration Manual
- Managed the statewide Final Estimates Quality Assurance Review Program and participated in onsite audits
- Managed the Statewide Final Estimates Training Program
- Chair of the Final Estimates Technical Review Team

**2010-11 -
2013-07**

Drainage Design Engineer

Florida Department Of Transportation, Tallahassee, FL

- Conducted Hydraulics Quality Assurance Reviews (QAR) for the State Roadway Design Office
- Project Manager for various drainage research

projects and drainage handbooks

- Lead evaluator for new drainage products
- Drainage Task Team lead for the update of the Statewide Standard Scope of Services and Staff Hour Estimates Guidelines
- Originator of developmental and Standard Specifications
- Technical panel member for multiple National Cooperative Highway Research Program (NCHRP) and FDOT research projects

**2010-03 -
2010-11**

Project Engineer

R.J. Griffin Company & Inc., Savannah, GA

- Review of subcontractor submittal's (construction plans, shop drawings, product data & certifications) for specification compliance
- Participation in subcontractor Scope Meetings
- Invoicing of project materials and subcontractor pay applications
- Attendance of pre-bid meetings
- Maintenance of subcontractor daily reports, weekly safety reports and Request for Information (RFI's)
- Contributing to bi-weekly Owner Architect Contractor (OAC) meetings as well as subcontractor pre-construction meetings

**2006-04 -
2009-09**

Project Engineer

Horizon Engineering Group, Inc., Maitland, FL

- Designed primary stormwater system with adICPR
- Designed secondary stormwater system
- Drainage Engineer of Record on various permit and drainage plans
- Produced Stormwater Management Report and Environmental Resource Permit package
- Client facing firm Representative with Orlando Orange County Expressway Authority (OOCEA), the General Engineering Consultant (GEC) as well as joint consultants
- Firm coordinator with various Water Management Districts (WMD) and the Florida Department of Environmental Protection (FDEP), to obtain an Environmental Resource Permit (ERP)

- Managed and instructed junior/entry level engineers to meet drainage deadlines

2003-11 -
2006-04

Engineering Intern

Carter Burgess, Inc., Orlando, FL

- Designed primary stormwater systems with adICPR
- Designed secondary stormwater system with ASAD
- Client facing firm representative with Orlando Orange County Expressway Authority, the Florida Department of Transportation (FDOT) and the General Engineering Consultants (GEC's)
- Assistant firm coordinator with multiple Water Management Districts to obtain an Environmental Resource Permit (ERP)
- Developed erosion control and stormwater pollution prevention plans
- Wrote Pond Siting, Stormwater Management and Abbreviated Bridge Hydraulics reports
- Instructed entry level engineers

Education

1996-08 -
1999-08

Bachelor of Science: Environmental Engineering

University of Florida - Gainesville, FL

Leadership

- American Association of State Highway and Transportation Officials (AASHTO) Committee on Construction, Former Vice Chair
- Transportation Research Board (TRB), AFH10 Committee on Construction Management, Former Member

Licenses/Certifications

- Florida Professional Engineer (PE) - #66414
- Certified Public Manager (CPM) - 07/24/14
- Florida Certified Contract Manager (FCCM) - 11/20/19