

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Manager-Construction Resource Planning</b>	Department:	City Utilities Field Operations
Requisition Number:	2024150		
Hours:	7:00 a.m. – 4:00 p.m., may vary. On call 24 hours a day	Rate of Pay:	\$72,000.00 - \$87,000.00 Annually
Date Posted Up:	3/12/2024	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

**SUMMARY**

Working under the direct supervision of the Superintendent of Construction, the incumbent is responsible for surveying a potential work site for job readiness, safety and environment, and documenting the scope of the job. The incumbent will develop a work order including written documentation of site conditions, potential issues, photographs, estimated job duration, prioritizing, identify resources and materials needed, site setup and street closures, and estimates. Incumbent will assist in oversight of other areas of the Utility as assigned construction crews and coordination. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including personnel records and all associated information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

include the following. Other duties may be assigned as reasonably expected.

- Creates accurate job site planning including: taking account of surroundings, what permits are needed and timeframes;
- Creates accurate estimates of the number of employee and equipment hours needed for the project;
- Identifies the resources and any outside help that is needed for job: staff and equipment
- Prioritizes of work based on criticality and Utility risk.
- Creates materials list, and works with warehouse manager to assure materials are in stock and/or are ordered;:
- Creates a cost estimate for the project;
- Creates a plan to address site specific safety;
- Create written reports that demonstrate the needs to complete the job
- Creates accurate cost estimates;
- Manages utility locate process as needed;
- Communicates with Right of Way Agencies for related road cut permits, lane restrictions and road closures;
- Assists in investigating citizen complaints as required;
- Coordinates equipment rental and procurement;
- Assist with coordination of special projects with contractor, customers, and city Utility staff;
- Creates priority and schedule recommendations to reduce disruptions of service;
- Creates recommendations for prioritizing work on ditches, swales, and other drainage systems for routine cleaning and/or maintenance;
- Reviews CCTV inspection results for repairs and replacements;
- Documents infrastructure corrections or changes and submits to GIS staff for mapping updates.

**MARGINAL FUNCTIONS:**

Performs other duties as directed.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

The incumbent has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Associate degree (A.S.) in management, construction technology or equivalent from a two-year college or technical school and a minimum of two (2) years experience;
- Or five (5) years of related experience and/or training;
- Experience in public utility water distribution, collection systems, and stormwater a plus.

**OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Specialized knowledge of collection and distribution systems principles and practices;
- Communicates effectively orally and in writing;
- Proficiency in Microsoft 365 (Word, Excel, Outlook, and Teams);
- Experience in creating reports and spreadsheets;
- Knowledge of Work Order Management technology;
- Knowledge of CCTV technology and software;
- Ability to learn new systems and software;

**LANGUAGE SKILLS**

Incumbent has frequent daily contacts with the general public, other utilities personnel, and co-workers. These communications require the ability to tactfully handle questions and complaints. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write clear concise routine reports and correspondence. Ability to speak effectively to customers or employees of the organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Obtain the Collection System IV certification within two (2) years of hire date;
- Obtain the D.S.L. certification within three (3) year of hire and maintain certification;
- A Valid Indiana Driver's License is required if City vehicle is used;
- Must take a ten (10) hour OSHA training course in General Industry (1910) and Construction (1926) within 1-year of obtaining position.
- Full training of OSHA guidelines and City policies as it pertains to confined space entry must be obtained within three (3) months of hire;

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate. Employee can be exposed to wastewater, septage and associated pathogens.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.