

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Designer I – Water Engineering	Department:	City Utilities Engineering
Requisition Number:	2018068		
Hours:	8:00 a.m. – 5:00 p.m., may vary depending on need	Rate of Pay:	\$58,000.00 - \$63,500.00 Annually
Date Posted Up:	1/18/18	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the City Utilities Engineering Management, incumbent provides analysis, planning, design and construction engineering services per the policies and standards of Fort Wayne Utility Engineering. 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 the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Performs set-up of the project, including set up of project filing systems and obtaining necessary project information to enter into PMIS (Project Management Information System);
- Collects and/or assembles the project existing and historical information, field information and design data, verify as necessary and submit to appropriate project manager or Engineering manager for review and approval;
- Analyzes, prepares reports and recommends improvements in the operation and condition of City Utility systems for localized or less complex issues and forward to management for review and approval;
- Directs or performs construction plan drafting by AutoCAD, Civil 3D or other design software;
- Drafts and seeks approval for improvement resolutions;
- Implements easement acquisition plans and oversee process including request and/or development and review of plats, coordinating with Capital Project Services to secure easements,; attend public hearings; compile information requested by Capital Project Services and monitor progress until easements obtained and recorded;
- Obtains and/or oversees permits including assembling required information; assists with the drafting of permit application and gets approval from management; prepares and processes permit checks; submits permit application to appropriate agency and monitor progress until secured;
- Directs pre-bid activities by assembling documents and submitting for approval. Upon approval process and check bid advertisement. Finally, organize and direct the pre-bid meeting;
- Assists with and/or performs planning, design and construction engineering services and/or project management for CU Engineering projects under the direct supervision and review of a project manager and CU Engineering management;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and/or monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities.

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

This position 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

Bachelor's degree (B.S.) in Civil Engineering, Mechanical Engineering, Electrical Engineering or completion of equivalent Engineering course of study. Degree must be obtained from ABET accredited engineering program with proven ability to meet State of Indiana standards for Engineer Intern (EI) upon passing of Fundamentals of Engineering (FE) exam. Six (6) months practical experience with word processing and spreadsheet software.

SPECIALIZED SKILLS

- Functions effectively as a member of an interdisciplinary team;
- Utilizes computer based drafting and hydraulic modeling programs;
- Working knowledge and general comprehension of hydraulics, hydrology, problem solving, design and project management;
- Performs job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that has been obtained per job description requirements and/or CU Engineering Skill Based Compensation Policy.

LANGUAGE SKILLS

Ability to read and interpret documents such as surveys, design data, and procedure manuals. Ability to write reports, correspondence and summaries. Ability to speak effectively one-on-one or before small groups of co-workers and general public.

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 solve practical problems and deal with a variety of different and unrelated variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to independently plan and keep supervisor advised of potentially complex or controversial situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must

occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving vehicles, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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. 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.