

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Enforcement Officer/Inspector	Department:	Transportation Administration
Requisition Number:	2017194		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$45,160.83 - \$50,000.00 Annually
Date Posted Up:	11-22-17	Date Posted Down:	11-30-17
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the direction of the Permit Manager, the incumbent is responsible for the enforcement of certain laws, engineering standards and city policy as it relates to use of public rights of way.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the Permit Manager with planning and organizing programs and procedures for the Transportation Administration & Support Department that pertains to permits and enforcement activities;
- Assists the Permit Manager by providing advice, guidance and direction to the Inspector/Technician(s);
- Receives and composes correspondence related to permit and ordinance enforcement functions;
- Reviews permit applications;
- Inspects right of way cuts and permit restorations to insure conformance to engineering standards and specifications;
- Inspects permitted driveways, sidewalks, curbs and parking lots for permit compliance and adherence to engineering construction standards;
- Attends pre-construction conferences, utility meetings, Transportation Technical Committee meetings and other meetings to obtain information on proposed projects and to advise contractors of required permits;
- Prepares reports as requested;
- Investigates and reviews citizen complaints or requests and recommends proper solutions;
- Reviews and evaluates commercial improvement location permit applications and advises applicants of engineering specifications and requirements;
- Inspects excavations of rights of way for purposes of determining compliance with or enforcement of all applicable engineering and permit standards including the proper usage of all forms, materials, grades and workmanship standards;
- Maintains and keeps detailed records of permits and locations where work is occurring within the right of way;
- Identifies encroachments and monitors all activities within the right of way;
- Monitors and reviews the general condition of an assigned vehicle, equipment, and supplies;
- Researches and collects property ownership information;
- Communicates effectively both orally and in writing;
- Maintains valid Indiana Driver's License.

SUPERVISORY RESPONSIBILITIES

This job 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's degree (A. A.) or equivalent in Civil or Construction Engineering from two-year college or technical school and four (4) years experience with the administration of municipal codes and engineering standards; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the 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 concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintains a 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. 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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, 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. 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 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.
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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.