

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Engineer II-Construction Engineering	Department:	City Utilities Engineering
Requisition Number:	2022249		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$76,000.00 - \$90,000.00 Annually
Date Posted Up:	8/31/2022	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of City Utilities Engineering Management and serving in the Construction Contract Management area, incumbent provides strategic leadership, manages Construction Engineering staff; assists with the coordination and implementation of policies, programs, and standards within the Construction Contract Management group, and is also responsible to administer City Utilities capital construction contracts 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.

PLANNING/JUDGEMENT

- Assists with development of plan to provide adequate human and financial resources to meet current and future Construction Contract Management program needs;
- Assists with establishing, implementing and monitoring of Construction Contract Management program policies, procedures and services level standards;
- Assist with establishing, coordinating, implementing, updating and monitoring of technical standards, specifications, policies, procedures and service levels.
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ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Interacts with the public, contractors, City incumbents, and outside agencies with patience, tact, respect, and professionalism while performing required duties;
- Oversees and manages development and maintenance of engineering and technical standards, administrative processes, inspections, compliance activities, procedures, and best-practice guidelines for the Construction Contract Management program;
- Oversees and assists with development of Facilities Construction Contract Management Group as directed by Senior Staff.
- Serve as primary construction point of contact and responsible person for Fort Wayne City Facilities Capital Improvement Projects and activities, including enforcement actions and supervisory role throughout the construction process;
- Manages and coordinates staff, contractors, systems and work processes associated with the construction of utility capital projects. These include construction change order process, field orders, work change directives, project scheduling, shop drawing submittal and review, substantial and final completion notification, acceptance testing, record drawing submittal and review, construction inspection, contractor payment, and project document management per the accepted policies and procedures of the Board of Public Works and City Utilities.
- Performs Facilities Construction Contract Manager program staffing functions related to the hiring, training, discipline, motivation and performance evaluation of personnel;
- Assists Facilities, Sewer, Stormwater and Water Engineering Managers to establish and

implement improvements to asset management procedures and standards and initiates and assists with coordination of efficiency initiatives and optimization efforts;

- Provides motivational support while ensuring that the Construction Contract Managers are accomplishing the results as set by the department;
- Represent Utility Construction and Coordination Services program at Board meetings, neighborhood meetings, professional association meetings, and other forums.
- Maintains an understanding of environmental law, rules, regulations, consent decree mandates, order provisions, and permit requirements affecting the operations of Fort Wayne City Utilities.
- Pre Bid Activities: Collaborate with design staff to develop project understanding and provide input to improve project constructability.
- Direct post-bid activities including: tabulate bids; recommend awards; compose documents; submit contract documents to contractor for signature; submit contract documents to Board of Public Works and Common Council for approval; organize and direct pre-construction meeting
- Manage preliminary construction matters: Coordinate with contractor on any irregularities with the construction contract, Develop project understanding by reviewing plans and specifications, recording conditions before construction, developing a list of potential problems and checking staking for reasonableness; Review and accept project schedule; Coordinate submittal and review process of shop drawings; Coordinate payment schedules; Request inspection services.
- Manage Construction: Act as the Board's representative during construction; manage construction complaints; provide site visits; working with the Project Manager, authorize variations in work; review/reject defective work; review and approve payments; review inspection reports and recommendation action as needed.
- Manage Changes in Work & Claims: Negotiate, represent, and review change order requests; authorize payments based on completed work; Negotiate and recommend changes in contract completion times.
- Assist project managers and project engineers with developing design and value engineering of field or in construction design modifications for approval by project manager/engineer
- Assist project managers and project engineers with developing and analyzing project schedules and project schedule of values
- Manage acceptance testing and correction of defective work
- Manage Project Reporting: Report on construction schedules, budgets, costs and ongoing issues and resolutions.
- Perform training of other career path staff
- Performs duties of Construction Contract Manager I & II as necessary.
- Oversees development and provide training and coaching on various Construction Management projects;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and monthly status updates, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;
- Maintains good public relations.
- Other duties may be assigned as reasonably expected.

SPECIALIZED SKILLS

- Function effectively as a member of an interdisciplinary team
 - Thorough understanding and comprehension of project management principles;
 - Ability to work in both office and field conditions
- Strong leadership and communication skills
- Develops a team atmosphere within the Construction Contract Management Team through strong interpersonal skills; as demonstrated by an ability to respond appropriately to others, actively listen, and provide feedback in a non-threatening manner;
- Performs work of subordinates as necessary to achieve program goals;
- Creates and administers City Utilities annual group goals under the direction of City Utilities

Engineering Management

- Performs data analysis for decision making for the Utility.
- Perform 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
- Working knowledge of EJCDC construction contracts and construction management documents
- Working knowledge and comprehension of construction methodologies, problem solving, and project management
- General understanding of the principles of sustainability
- Strong analysis & technical problem solving skills

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

Responsible for the overall direction, coordination, supervision and evaluation of employees in the Construction Contract Management program. A moderate degree of decision making will be required. Ability to build trust with co-workers and create a work environment that is collaborative in nature. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

MINIMUM REQUIREMENTS

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 an approved program of Civil Engineering, Environmental Engineering, Construction Engineering or approved equivalent technical degree from an accredited four-year college or university. A minimum of seven (7) years experience in a public agency, utility, or related field with emphasis on engineering and/or construction inspection and construction contract management of capital improvement projects.

Ability to obtain certification as a Construction Contract Administrator within eighteen (18) months of employment.

Experience with sustainable/LID design and construction desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific, technical, financial, or legal documents. Ability to respond to common inquiries or complaints from co-workers, customers, regulatory agencies, or members of the business community. Ability to write reports and correspondence. Ability to effectively present, defend or justify information to management, public persons or groups, and/or authorizing boards. Ability to collaborate with co-workers and maintenance staff in a way that achieves desired results while supporting a positive team environment.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to take initiative in definition, design and accomplishment of work. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables. Ability to make decisions about what needs to be done within established parameters. Ability to determine the scope of assignments, intent of guidelines and act as technical authority.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License.
Professional Engineers (P.E.) license required.

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 will be required to sit and use hands to finger, handle, or feel. The employee will be required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and color vision.

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 frequently exposed to moving vehicles, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

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.

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. 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

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