

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Engineer VI – Electrical	Department:	City Utilities Engineering
Requisition Number:	2017164		
Hours:	8:00 a.m. – 5:00 p.m., may vary depending on need	Rate of Pay:	\$63,500.00 - \$85,000.00 Annually
Date Posted Up:	9-12-17	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the City Utilities Engineering and working closely with Management in Operations, incumbent plans, designs, manages, monitors, and coordinates the programs, policies, and standards associated with medium and low voltage electrical equipment and automation controls of City Utilities operational facilities. The incumbent works as a technical expert in the overall development and implementation of utility-wide electrical distribution and protection equipment. 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.

- Plan, design and manage medium and low voltage electrical projects, including automation;
- Manage construction of Medium and low voltage electrical projects, including automation;
- Develop plans to provide adequate human and financial resources to meet current and future electrical distribution and protection, including automation control of utility-wide needs.
- Assist in the preparation and monitoring of O&M and Capital budgets and expenditures.
- Participate in design workshops and provide guidance on construction activities relating to electrical and mechanical systems for capital improvement projects;
- Plant, lift station, pump station electrical motor and equipment evaluations and reliability program;
- Works with facility engineering and operations as a technical expert to help manage or perform all phases of planning and implementation of electrical and automation systems projects. Activities include evaluation, documentation, design, implementation, startup and troubleshooting of those systems;
- Represent City Utilities in confidential meetings regarding liability of incidents to the City, construction liabilities and legal issues during the construction process;
- Assist and monitor design and construction services program policies, procedures and service level standards;
- Manage, supervise, assign, monitor progress and ensure the quality of work performed by design and construction services of engineering consultants, designers and engineering support staff;
- Prepare electrical and automation system engineering reports and work plans;
- Represent the design and construction services program at Board meetings, public hearings, City Council meetings, neighborhood meetings, professional association meetings and other forums;
- Perform Short Circuit and Ground Fault analysis on electrical distribution systems;
- Perform work of subordinates as necessary to achieve program goals;
- Utilize Project Management Information System (PMIS) for project schedules, budgets, status reports, and other project activities and record keeping.;

- Participate in design workshops and provide guidance in constructability and perspectives from construction side of capital improvements projects;
- Assist design teams in developing solutions to complications identified during construction;
- Produce and manage the production of engineering documentation for construction projects;
- Assists facility engineering and operations management with repair and replacement planning and prioritization efforts for electrical and automation systems;
- Manage the provision of construction contract management services for utility funded capital improvement projects;
- Manage the provision of construction inspection services for utility funded capital improvement projects;
- Manage, prepare and monitor on-call construction professional service agreements and allocate on-call work assignments in accordance with departmental policies;

SPECIALIZED SKILLS

- Strong leadership and communication skills;
- Has a high level of diverse technical experience related to electrical distribution, electrical protective devices and automation control planning and implementation;
- Has knowledge and hands-on experience in the area of medium and low voltage electrical equipment, Variable Frequency Drives, Motors, Motor Soft Starts, Automatic and Manual Throw-over equipment, and various medium and low voltage distribution systems for water and wastewater facilities;
- Knowledge of National Electric Code (NEC) and National Fire Protection Association (NFPA) requirements;
- Knowledge of automation software, specifically RSLogix 5000;
- Knowledge of electrical distribution systems (Specifically Allen-Bradley, Square D, General Electric, and Cutler-Hammer), Motor Soft Starts, Relay Protection equipment such as ABB Power and Westinghouse, and others equipment standard to the water and wastewater industries;
- Knowledge of Variable Frequency Drives including Robicon (Siemens) and Allen-Bradley;
- Knowledge of automatic throw-over devices and interaction with engine driven generators.

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

Assist with the overall direction, coordination, supervision and evaluation of employees in the Electrical Engineering and Automation Control program. Serves as a technical resource and may assist Operations Management with oversight of electrical technicians during controls projects and associated programming work. 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 Electrical Engineering or approved equivalent degree from an accredited four-year college or university. Five (5) years of experience in electrical engineering design or automation, preferably in utility or industrial related systems.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Ability to communicate effectively in order to manage staff and represent the construction services program at various meetings. Ability to maintain effective work relationships with developers, attorneys, engineers, contractors and utility customers.

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 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

Valid Indiana Driver's License, if a City vehicle is used;
Indiana registered Professional Engineer.

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 regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; 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, 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 mechanical parts, wet or humid conditions (non-weather), fumes or airborne particles, toxic or caustic chemicals 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.