

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Engineering Associate I – Water Engineering Design & Construction Services	Department:	City Utilities Engineering
Requisition Number:	2022211		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$57,700.00 to \$72,000.00 Annually
Date Posted Up:	6/17/22	Date Posted Down:	7/1/22
Time Up:	3:30 pm	Time Down:	5:00 pm

SUMMARY

Working under the direction of City Utilities Engineering Management and working directly with the Senior Water Engineering Program Manager, incumbent provides planning, design and construction engineering services and coordinates the programs, policies, and standards associated with the City of Fort Wayne’s drinking water program. 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.

PLANNING/IMPLEMENTATION

- Coordinates and/or performs: development of bid documents, procurement, construction contract oversight and inspection of water, sanitary and storm sewer systems;
- Develop plan to provide adequate human and financial resources to meet current and future design and construction services program needs;
- Coordination of the design and construction of water projects with Utilities Maintenance and Operations departments, other utilities, other City of Fort Wayne and governmental departments, permitting authorities, SRF representatives, area property owners, public stakeholders, and associated project consultants;
- Assist or lead design team, engineering management and other impacted stakeholders in developing and implementing solutions to complications identified during construction;

MANAGEMENT/OPERATIONS

- Assist with and/or perform planning, design and construction engineering services and/or project management primarily for drinking water projects (both distribution and facilities projects) including conceptual design through detailed construction design, preparation of contract documents, construction engineering services, and regulatory permitting;
- Assist with preparation & monitoring of design and construction water projects and Capital budgets and expenditures;
- Assist with establishing, coordinating, implementing, updating and monitoring of technical standards, specifications policies, procedures and service level standards related to the water distribution program;
- Manage, supervise, assign, monitor progress and ensure the quality of work performed by design and construction services program staff, outside contractors and consultant firms;
- Manage the provision of surveying and land acquisition services for water capital Improvements

projects;

- Perform design and construction services program staffing functions related to the hiring, training, discipline, motivation and performance evaluation of personnel;
- Perform work of subordinates as necessary to achieve program goals;
- Assist with conducting and managing water system master planning and asset inventorying projects.
- Keeps current with changes in the regulatory climate and helps monitor proposed changes that may affect the Water Utility
- Utilize Project Management Information System (PMIS) for project schedules, budgets, monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;
- Utilize AutoCad Civil 3D and hydraulic modeling software to complete project assignments
- Manage and perform construction inspection services for water engineering capital improvement projects;
- Manage, prepare and monitor on-call construction professional service agreements and allocate on-call work assignments in accordance with departmental policies;

INFORMATION/COMMUNICATION

- Assist with collection of information, analysis, evaluation of alternates and prioritization of projects in the water engineering programs;
- Represent the design and construction services program at Board meetings, public hearings, City Council meetings, neighborhood meetings, professional association meetings and other forums;
- Participate in and lead design workshops on design and construction of capital improvements projects;
- Represent City Utilities in confidential meetings regarding liability of incidents to the City, construction liabilities and legal issues during the construction process;

SPECIALIZED SKILLS

- Function effectively as a member of a interdisciplinary team
- General understanding and comprehension of project management principles
- Ability to utilize computer based drafting, design and hydraulic modeling programs
- Working understanding of hydraulics and hydrology
- Working knowledge of Recommended Standards for Water Facilities (10 State Standards)
- 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 water rehabilitation program. 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, Mechanical Engineering or approved equivalent degree from an accredited four-year college or university.

Passing score on the Indiana Engineer-in-Training (EIT) examination.

Ability to pass AWWA distribution system operator exam within eighteen (18) months of employment.

A minimum of two years of Water Engineering & Design experience is desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents Ability to develop design documents such as technical specifications, addenda, and bid 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

Engineer-in-Training certification required, Professional Engineers (P.E.) license desired

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 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; 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 frequently exposed to moving vehicles and outside weather conditions. The employee is occasionally exposed to moving mechanical parts, wet or humid conditions (non-weather), fumes or airborne particles, and toxic or caustic chemicals. 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. 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.