

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Engineering Associate VI- Utility Construction & Coordination Services	Department:	City Utilities Engineering
Requisition Number:	2017154		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$63,161.18 - \$77,197.00 Annually
Date Posted Up:	8/18/17	Date Posted Down:	Until filled
Time Up:	10:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Manager of Engineering and working closely with Utilities Engineering Management, the incumbent is responsible for in-depth plan reviews, analyses, and development and/or coordination of recommendations for improvements to utility systems associated with transportation projects. Position will also administer contracts and coordinates inspection services for development and capital construction projects and coordinate inspection services for Storm Water Pollution Prevention Plan projects (SWPPP). Computers or other technological tools will be used by the employee to assist in the performance of their duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Review, evaluate, coordinate and submit comments for transportation related improvements and capital plans to the appropriate sponsoring agencies to determine/resolve potential utility conflicts and to assist in developing recommendations to identify existing utility system needs and/or expansion opportunities for the utility infrastructure.
- Direct and coordinate the transportation plan review process to determine water, sanitary sewer and stormwater utility conflicts and necessary modifications for conformance with utility standards;
- Review and approve private utility facilities plans and specifications for construction projects. The necessary steps include: check drawings for conformance with City standards; recommend appropriate action; draft, submit for approval and issue approval recommendations
- Examine project conflict map regarding potential conflicts between proposed improvements and future City Utility plans and gather information related to the conflicts.
- Perform comprehensive assessment, coordination and planning of utility related issues associated with community development projects, requests/projects originated by other city departments, developers and/or contractors.
- Manage the process of responding and following-up to routing and plan review requests for information and consultation on: project status; utility conflicts and necessary modifications for conformance with utility standards.
- Direct and coordinate the response and follow-up to requests for information and consultation on general utility inquiries.
- Coordinate routing and plan review functions with other Utility and Civil City departments.

- Locate plans, record drawings, maps, easements, agreements, ordinances, rules and regulations about existing City Utility Systems. Explain and identify responsibilities associated with the particulars of the requested document.
- Prepare and monitor Utility Construction & Coordination Services program O&M and Capital budgets and expenditures.
- Establish, implement and monitor Utility Construction & Coordination Services program policies, procedures and service level standards.
- Attend routing and utility coordination meetings.
- Represent Utility Construction & Coordination Services program at Board meetings, public hearings, City Council meetings, neighborhood meetings, professional association meetings and other forums.
- Develop plan to provide adequate human and financial resources to meet current and future Utility Construction & Coordination Services program needs.
- Perform construction Utility Construction & Coordination Services program staffing functions related to the hiring, training, discipline, motivation and performance evaluation of personnel.
- Manage, supervise, assign, monitor progress and ensure the quality of work performed by Utility Construction & Coordination Services program staff.
- Perform Utility Construction & Coordination Services program staffing functions related to hiring, training, discipline, motivation and performance evaluation of personnel.
- Manage the provision of construction contract management services for privately funded and utility funded capital improvement projects.
- Perform work of subordinates as necessary to achieve program goals.
- Manage the provision of construction inspection services for privately funded and utility funded capital improvement projects.
- Perform assessment, coordination oversight of Storm Water Pollution Prevention Plan projects associated with community development projects, projects originated by other city departments, developers and/or contractors.
- Manage the provision of construction inspection services for Storm Water Pollution Prevention Plan (SWPPP) projects.
- Manage and monitor on-call construction professional service agreements and allocate on-call work assignments in accordance with departmental policies.
- Process developer contract requests for acceptance. Processing includes the following: check completion affidavit; check bonds; check easements; check inspection sign off; check record drawings; process fees due developers by requesting and distributing check; recommend project acceptance.
- Ensure that accepted projects have proper documentation uploaded into Project Management Information System and Record Drawings are reflected in GIS mapping system.

- Utilize Project Management Information System (PMIS) for project schedules, budgets, weekly and monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;

SPECIALIZED SKILLS

- Function effectively as a member of an interdisciplinary team.
- General understanding and comprehension of project management principles
- 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.
- Ability to utilize and understand construction contracts and documents.
- Working knowledge and comprehension of construction methodologies, problem solving, and project management

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, supervision and evaluation of employees in the Utility Construction & Coordination Services 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, Civil Engineering Technology or approved equivalent degree from an accredited four-year college or university. Five (5) years of experience in a public agency, utility or related field with emphasis on engineering, construction inspection, surveying and construction contract management functions.

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 by extending accepted methods or developing new ones. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to develop program work plans designed to improve or expand current service levels.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License, if a City vehicle is used.

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.