

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Engineering Associate V – Asset Management Sewer/Storm</b>	Department:	City Utilities Engineering
Requisition Number:	2018071		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$58,000.00 - \$68,500.00 Annually
Date Posted Up:	1/26/18	Date Posted Down:	Until Filled
Time Up:	2:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of City Utilities Engineering Management and serving in the Sewer & Stormwater Engineering area, incumbent is responsible for planning, design and construction of asset management/ sewer and stormwater programs and helps plan and coordinate the programs, policies and standards of Sewer/Stormwater.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Develops plan to provide adequate human and financial resources to meet current and future asset management program needs;
- Assist with preparation & monitoring wet weather program O&M and Capital budgets and expenditures;
- Assists with establishing, implementing and monitoring of asset management program policies, procedures and services level standards;
- Assist with collection of information, analysis, evaluation of alternates and prioritization of projects in the sewer and stormwater programs;
- Assist with establishing, coordinating, implementing, updating and monitoring of technical standards, specifications policies, procedures and service level standards
- Manages, supervises, assigns, and monitors progress and ensures the quality of work performed by program staff;
- Performs asset management program staffing functions related to the hiring, training, discipline, motivation and performance evaluation of personnel;
- Assist with conducting and managing local (watershed based) and global stormwater system master planning and asset inventorying projects.
- Advise other departments or agencies on asset management related issues.
- Keeps current with changes in the regulatory climate and monitors proposed changes that may affect the Sewer Utility and Stormwater Utility
- Maintains a working understanding of City’s Consent Decree, LTCP, Combined Sewer System Operational Plan (CSSOP), Capacity Management Operation and Maintenance (CMOM), and its sewer and stormwater National Pollutant Discharge Elimination System (NPDES) compliance requirements.
- Manages and performs calibration and utilization of hydraulic and water quality models;
- Develop, implement, manage or perform the engineering of improvement projects, including conceptual design through detailed construction design, preparation of contract documents, construction services, and regulatory permitting.
- Manages or performs engineering services for sewer and stormwater facilities system asset management improvement projects;

- Manages or performs engineering services for sustainable/LID stormwater practices, including post-construction monitoring;
- Manages or performs engineering services for asset management projects
- Utilizes 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;
- Utilizes AutoCad, Civil 3D and hydraulic modeling software to complete project assignments
- Prepares or manages development of engineering reports, hydraulic modeling assessments and work plans;
- Oversees and coordinates the investigation and development of reports for stormwater and sewer complaints forwarded to Engineering from Water Pollution Control Maintenance or other stakeholders
- Assists construction engineering and management in developing solutions to complications identified during construction;
- Responds to requests for information, analysis and consultation on engineering projects;
- Represents the asset management sewer and stormwater programs at Board Meetings, public hearings, City Council meetings, neighborhood meetings, professional association meetings and other forums;
- Manage, prepare and monitor on-call construction professional service agreements and allocate on-call work assignments in accordance with departmental policies;
- Inspect construction projects for asset management projects as needed;
- Perform work of subordinates as necessary to achieve program goals.

### **SPECIALIZED SKILLS**

- Function effectively as a member of an interdisciplinary team
- General understanding and comprehension of project management principles
- Ability to utilize computer based drafting and hydraulic modeling programs
- Working understanding of gravity hydraulics and hydrology
- Working knowledge of Recommended Standards for Wastewater Facilities (10 State Standards)
- General understanding of the principles of sustainability
- Strong analysis & technical problem solving skills

### **MARIGINAL DUTIES**

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for direction, coordination, supervision and evaluation of employees in the Sewer & Stormwater Engineering 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 IWEA collection system operator exam within eighteen (18) months of employment.

A minimum of two years of Sewer Engineering & Design experience is desired with emphasis on engineering of stormwater and sewer collection system capital improvement projects. Experience with sustainable/LID design and the use of hydraulic and water quality modeling also 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](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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.