

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Engineering Rep II	Department:	City Utilities Engineering- Development Services
Requisition Number:	2023246		
Hours:	7:30 a.m. – 4:30 p.m.	Rate of Pay:	\$51,700.00 - \$62,000.00 Annually
Date Posted Up:	9/1/2023	Date Posted Down:	Until Filled
Time Up:	11:30 a.m.	Time Down:	

SUMMARY

Working under the direction of the DVS Program Manager / City Utilities Engineering Management, the successful candidate shall work closely with other staff in the City Utilities Engineering - Development Services (DVS) team as needed. Engineering Representative II is an intermediate-level position that can lead to promotion to Engineering Representative III after the successful completion of training and satisfactorily evaluated post-training experience for each prior level.

The successful candidate shall be involved with multiple aspects of the mission of the DVS group, including but not limited to performing all duties and responsibilities of the Permit Specialist and Engineering Representative I level positions; conducting in-depth plan reviews/permit reviews, analyses, and assist with developing recommendations for improvements or expansions to one or all of the utility systems; and assists with other key departmental initiative activities.

The successful candidate is expected to exercise good judgment, initiative, teamwork, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and department policies and work instructions as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City / County departments and staff, customers, stakeholders, and outside agencies with patience, tact, respect, and professionalism and the following. Computers or other technological tools will be used by the employee to assist in the performance of their duties. The Engineering Representative II position performs all duties of the Engineering Representative I level. For certain duties the Engineering Representative II will assume complete responsibility rather than assisting as identified. Other duties may be assigned.

PLAN REVIEW - ALL ROUTING & PERMIT TYPES

- Prepares DVS comments in response to applications submitted to the New Projects Meeting held by Department of Planning Services;
- Performs complaint investigation related to Developer Projects including site visits, correspondence and follow-up;
- Serves as primary back-up to the Engineering Representative III level and back up to the Permit Specialist level as determined by DVS Program Manager / City Utilities Engineering Management;
- Performs plan review on relatively straightforward and moderately complex routing plan submittal/permit types (sanitary, storm water, potable water) for compliance with local, state, and federal regulations and standards as applicable, and continues to assist Engineering Representative III's with plan review for relatively highly complex routing plan submittal/permit types (sanitary, storm water, potable water);

- Performs various administrative tasks relating to the setup of files for relatively straightforward and moderately complex private-developer projects including, but not limited to inserting project technical data and financial data into both Developer Contracts and Reimbursement Contract current standard templates, requests for work order numbers, preparation of plan review comments, and preparation of approval letters, and continues to assist Engineering Representative III's with the these administrative tasks on relatively complex projects, as needed;
- Assists with drafting economic development reports and presentations; The incumbent would locate and determine capacity of existing facilities; identify project fees and charges; request conceptual designs and cost; identify funding options; submit report for approval;
- Locates plans, record drawings, maps, easements, agreements, ordinances, rules, and regulations about existing City Utility Systems and explains and identifies responsibilities associated with the requested document as needed;
- Performs records research using various database systems, filing systems, and mapping systems when requested;
- Reviews and processes petitions for vacations of alleys, public rights-of-way, easements and recorded plats;
- Reviews and processes petitions for encroachment agreements.

SEPTIC ELIMINATION AND WATER DIRECT CONNECT PROGRAM

- Assists with processing petitions for City Utilities and/or Barrett Law Financing of system expansion to include Septic Elimination and Water Direct Connect Program initiatives;
- Assists with identifying potential new customers;
- Assists with preparation of mailing information to property owners to determine initial interest and project updates;
- Assists with coordination and planning for information meetings with property owners, attends, and assists with the planning for and conducting of these meetings.

GENERAL OFFICE ADMINISTRATION, ELECTRONIC DOCUMENT CONVERSION & RECORDS RETENTION

- Works with other staff in the development and modification of utility standards, specifications, policies, procedures, rules, and regulations for storm water utilities;
- Assists with presentations at Board of Public Works, Common Council, and other public meetings as required;
- Attends staff meetings, meetings related to Developer Projects, Septic Elimination Projects, Water Direct Connect Projects, and initiatives started by City Utilities when requested.
- Ability to shift focus between multiple projects or tasks as priorities are identified, or while waiting for actions from others;
- Works with other staff on MS4 Program initiatives for which DVS processes are involved;
- Works with appropriate DVS staff on project paper file document retention in conformance with establish laws and policies; including but not limited to reorganizing paper-based and electronic-based project filing systems;
- Works with appropriate DVS staff on purging paper routing project files and contract project files including but not limited to preparing, organizing, updating, and inventory of project files for off-site file storage; scanning of historical hard copy documents into electronic format, uploading project documents, data entry and indexing into Accela and Application Xtender systems.
- Maintains good public relations.

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

This position has no direct supervisory responsibilities but has the responsibility for training and assisting in giving workload assignments and oversight to Engineering Representative I's in the program and assist with Permit Specialist I's as directed by CU Engineering Management.

QUALIFICATIONS

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 approved program of Civil Engineering Technology, Construction Technology, Urban Planning, Business Administration is preferred, or an approved equivalent degree from an accredited four-year college or university. Minimum is an Associate's (A.A.S.) in an approved program of Civil Engineering Technology, Construction Technology or approved equivalent degree from an accredited two-year college or university. Relevant experience may be substituted for educational requirements.
- Proficiency in the use and customization of typical computer software programs including but not limited to Microsoft Office 365 (Word, Excel, and Outlook are required);
- Must be computer literate, effectively utilizing standard and specialized office software and systems in the performance of duties including but not limited to ACCELA, ArcMap/GIS, Application Xtender, Laredo, CIS and PMIS;
- Successful completion of the training program as an Engineering Representative I and minimum one (1) year satisfactorily evaluated post-training experience in that position or a minimum of two years of relevant engineering experience is 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.

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.

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 talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

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 vehicles, fumes or airborne particles, 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. 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.