

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Engineering Representative I	Department:	City Utilities Engineering – Development Services
Requisition Number:	2024121		
Hours:	7:30 a.m. – 4:30 p.m., may vary	Rate of Pay:	\$21.3659 - \$26.00 per hour
Date Posted Up:	2/6/2024	Date Posted Down:	Until Filled
Time Up:	8:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the DVS Program Manager / City Utilities Engineering Management, the successful candidate shall work closely with and assist other staff in Development Services (DVS) as needed. This includes but is not limited to assisting in the facilitation and coordination of the activities of the Inspection and Permitting and Routing Plan Review programs in accordance with established utility policies, procedures and regulations. The Engineering Representative I is an entry-level position that can lead to promotion to Engineering Representative II and then 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 DVS including but not limited to all plan routing-submittal type/permit review, providing/collecting/processing fees; initiating new residential/commercial accounts; providing information/responses; performing research; solving problems; special projects; Septic Elimination and Water Direct Connect Program activities; electronic document conversion, and general office administration.

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. Other duties may be assigned.

INSPECTION AND PERMITTING / NEW WATER & SEWER PROGRAM

- Performs all duties of the Permit Specialist position. Including but not limited to:
- Answering heavy call volume and assisting customers when applicable;
- Calculates, communicates, collects, processes, and documents all utility related department fees; and prepares refunds and/or contract reimbursements for Management approval;
- Maintains and updates program and department files; various department software system applications; system records, other relevant tracking systems and/or databases that are specifically related to the Inspection & Permitting and Routing Plan Review program transactions and developer contracts;
- Preloads water, sanitary sewer, and stormwater tap location measurement data in applicable department system records; and responds to water and/or sanitary sewer tap measurement requests; providing applicable measurement detail;

- Processes Board of Public Works accepted developer contracts to include preloading of property details as part of subdivisions and/or septic elimination projects in preparation of future fee collection and new account code detail initiation; and routing project file close out items;
- Processes Allen County Building Department Meter Order Reports (final plumbing inspection reports) on a daily basis;
- Initiates the creation of new water service type account code details (Domestic and/or Irrigation) and associated services orders to Field Operations for meter sets, initiates all new residential and commercial account code details to the billing system for the following account service types: Add Sewer to Water; Add Water to Sewer; Domestic Water; Fire Service; Irrigation; Sewer; and, Water and Sewer;
- Processes Fire Service Account requests received from Engineering staff members and initiates the creation of the service type account code details to the billing system;
- Initiates the creation of service requests / work orders to City Utilities Field Operations for the installation of new water taps in the asset management system, and/or water tap disconnections;
- Performs data entry updates to maintain the ArcGIS/ArcMap Contract Reimbursement database, entering applicable properties that involve a contract assessment and/or reimbursement commitment;
- Processes Daily Fees Collected Summary (Cash Receipt) reporting; including but not limited to ensuring transactions processed and funds received balance with reporting for deposit; and funds and reports are delivered to City Utilities Customer Service Cashiers for finance and deposit processing each day;
- Assists City Utilities Engineering Management and/or other DVS staff with Septic Elimination Program related functions from Board of Public Works acceptance of a project to properties connecting to the sewer system;
- Reference and interpret legal/contractual documents such as mortgage agreements; promissory notes; temporary service agreements; developer contracts; investor agreements; professional service agreements; rules & regulations; reporting; and memorandums of understanding. Including recording applicable documents as needed;
- Conducts Loan Closings as part of the Septic Elimination Program to include preparing mortgage agreements, promissory notes, and annexation waivers along with updating system records with recorded documents;
- Assists with DVS program work instruction development, process map/flow chart and/or revisions to remain current with existing protocols;
- Assists with compiling data, reports and responses related to DVS program inquiries and/or performance as needed;
- Assists with sewer capacity tracking as needed;
- Scans, uploads, and indexes final-approved program documents and/or supporting program transaction documents to system records; including but not limited to purging program paper files; contract reimbursement files; data entry and indexing into Accela and Application Xtender (AppXtender) systems.

PLAN ROUTING REVIEW PROGRAM

- Assists Engineering Representative II's & III's with plan review for all routing plan/permit types (Sanitary, Stormwater, Potable Water, and Food Service Establishment Permits) for compliance with local, state and federal regulations and standards as applicable;
- Reviews and processes petitions for Vacations of Alleys, Public Rights-of-Way, Easements and Recorded Plats; and petitions for Encroachment Agreements;
- Serves as primary back-up to Engineering Representative II's & III's during their absence;
- Assists Engineering Representative III's with various administrative tasks relating to the setup of files for private developer projects including, but not limited to inserting project technical data and financial data into both Developer Contracts and Reimbursement Contracts, requests for work order numbers, preparation of plan review comments, and preparation of approval letters;

- Attends, represents developer contracts and developer contract amendments involving oversizing at Board meetings, public hearings, City Council meetings, neighborhood meetings, and other forum as approved by City Utilities Engineering Management;
- 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;
- Assists with preparation of DVS comments in response to applications submitted to the New Projects Meeting held by Department of Planning Services;
- Performs records research using various database systems, filing systems, and mapping systems;
- Assists Engineering Representative II's & III's with complaint investigation related to Developer Projects including site visits, correspondence and follow-up;

SEPTIC ELIMINATION AND WATER DIRECT CONNECT PROGRAM

- 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 conducting of these meetings.

STORM WATER BASIN AND WATER QUALITY INVENTORY

- Assist with collection of field data as needed;
- Enter field data into ACCELA or other management approved tracking system.

ELECTRONIC DOCUMENT CONVERSION & RECORDS RETENTION

- Works with appropriate DVS members on project paper file document retention in conformance with establish laws and policies; 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;
- Works with appropriate DVS members for reorganizing paper-based and electronic-based project filing systems;
- Lead staff person for scanning of historical hard copy documents into electronic format, uploading project documents, data entry and indexing into Accela and Application Xtender “digital storage” systems.

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 job has no supervisory responsibilities.

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

- Prefer a Bachelor's degree (B.S.) in approved program of Civil Engineering Technology, Construction Technology, Urban Planning, Business Administration, or 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.
- Eligible for promotion to Engineering Representative II after successful completion of training programs for Engineering I position and 12 months of satisfactorily evaluated post-training experience in that position.
- 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;
- Ability to establish and maintain professional and effective working relationships with builders, developers, contractors, engineers, internal/external staff and team members, and the general public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret standardized rules, technical procedures, and governmental regulations. Ability to write routine reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, coworkers, customers, and the general public.

REASONING ABILITY

Ability to apply common sense understanding to interpret and carry out a variety of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to adapt to various duties involving diverse procedures. Ability to collect data, establish facts and define problems for resolution by management.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana 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 talk or hear. The employee frequently is required to stand, sit and walk. 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. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral 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 outside weather conditions; to fumes or airborne particles; and to moving vehicles. 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.