

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Engineering Representative I</b>	Department:	Development Services
Requisition Number:	2017204		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$37,335.01 - \$45,631.67 Annually
Date Posted Up:	12/19/17	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

The incumbent shall work under the direction of the Manager and/or his or her designee within the City of Fort Wayne Utilities Development Services Department (DVS). The incumbent shall also work closely with other staff of DVS as needed.

The incumbent shall be involved with multiple aspects of the mission of DVS including plan review, the Municipally Separate Storm Sewer System (MS4) program, the Storm Water Basin Inventory and Water Quality Program, the Septic Elimination and Water Direct Connect Programs, Food Service Establishments, electronic document conversion, and general office administration.

The incumbent is expected to exercise good judgement, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department 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. Computers or other technological tools will be used by the employee to assist in the performance of their duties.

**PLAN REVIEW - ALL ROUTING TYPES**

- Assists Engineering Representative III's with plan review for all routing types (sanitary, storm water, potable water, and Food Service Establishment Permits) for compliance with local, state and federal regulations and standards as applicable;
- Serves as primary back-up to Engineering Representative 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;
- 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;.
- 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 when requested;
- Assists Engineering Representative III's with complaint investigation related to Developer Projects including site visits, correspondence and follow-up;
- Reviews and processes petitions for vacations of alleys, public rights-of-way, easements and recorded plats;
- Reviews and processes petitions for encroachment agreements.

#### **MS4 PROGRAM**

- Ensures accurate and timely tracking of data for which DVS is involved;
- Provides information to developers, consultants, and construction contractors regarding compliance responsibilities;
- Works with other staff in the development and modification of utility standards, specifications, policies, procedures, rules, and regulations for storm water utilities;
- Performs site visits/field checks as required;
- Assists with overall City reporting responsibilities as needed by others.

#### **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;
- Enter field data into Accela or other management approved tracking system.

#### **ELECTRONIC DOCUMENT CONVERSION & RECORDS RETENTION**

- Works with appropriate DVS staff on project paper file document retention in conformance with establish laws and policies;
- 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;
- Works with appropriate DVS staff 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 systems.

#### **GENERAL OFFICE ADMINISTRATION**

- Assists with providing support assistance to departmental personnel as approved by DVS Management which may include typing, copying, scanning, data entry, filing and inventory in support of various programs;
- Provides backup and technical support for daily administrative/office operations;
- 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.

#### **MISCELLANEOUS**

- Ability to shift focus between multiple projects or tasks as priorities are identified, or while waiting for actions from others;
- Aptitude and willingness to be trained how to operate various specialized computer software programs including but not limited to Accela, PMIS, MS Office Products;
- Contributes to a team atmosphere within DVS through strong interpersonal skills as demonstrated by an ability to respond appropriately to others, actively listen, and provide feedback in a non-threatening manner;
- Maintains a valid Indiana Driver's License;
- 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 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, or approved equivalent degree from an accredited four-year college or university. Minimum is an Associate's (A.A.S.) in approved program of Civil Engineering Technology, or approved equivalent degree from an accredited two-year college or university. Proficiency in the use and customization of word processing, spreadsheet, e-mail packages, particularly Microsoft Office products. Must also have a willingness to become proficient in various specialized computer software programs including, but not limited to, Accela, Application Xtender, Laredo, and PMIS.

## **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 or 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](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.