

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Flood Control Maintenance Supervisor</b>	Department:	Flood Control
Requisition Number:	2017192		
Hours:	7:00 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$45,160.00 - \$55,196.00 Annually
Date Posted Up:	11/20/17	Date Posted Down:	11/27/17
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

**SUMMARY**

Working under the direction of the Flood Control Manager, incumbent plans, coordinates, assigns, inspects and performs supervision of maintenance functions for construction, repair and service of the Fort Wayne/Allen County Flood Control Project and other levee systems throughout the city limits. During flood events incumbent continuously monitors flood levees and responds immediately to river level alarms. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, 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.

- Performs the activities of inspections, maintenance and repair of our levee system and the flood control project;
- Schedules, plans, performs cost analysis to a variety of work including preparing quotes and writing specs;
- Assists in coordinating the work of various crews with Public Works and City Utilities Departments including independent contractors;
- Orders and/or purchases materials and equipment;
- Supervises on location the progress of crews and independent contractors and gives instructions and direction as necessary;
- Works with considerable independence from supervisory control and has the authority to deviate from instructions if necessary while keeping the Flood Control Manager advised of deviations;
- Uses judgment and makes decisions that will effect the quality and adequacy of the work;
- Conducts personal inspections of civil city and city utility flood control facilities to identify existing problems or potential hazards and recommends corrective action where indicated;
- Prepares quarterly inspection reports;
- Assists in preparing the Flood Control annual budget for capital and operating expenses;
- Assists in monitoring the flood warning system and all river and rain level gages;
- Remains on call for emergencies twenty-four hours a day;
- Assists in overseeing flood mitigation programs, grants and activities;
- Attends and assists with public meetings.

**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**

Has no direct supervisory responsibilities. Employee supervises the inspection, repair and maintenance of the levee system done by city staff and/or contractors..

**MINIMUM 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**

A combination of work and experience equivalent to an Associate Degree in Civil Engineering, Construction Technology or a related field. Five (5) years experience in repair, construction or maintenance of public infrastructure is desired. Incumbent should have a working knowledge of flood protection systems and facilities, knowledge of electrical pumps, motors, service of pumps, gates and valves, concrete, soils and their characteristics, utility facilities such as sewer lines, water lines and mains. ASFPM certified Floodplain manager is preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret construction plans, federal manuals and governmental regulations. Ability to communicate effectively in order to supervise and represent public works and utilities. Ability to maintain effective work relationships with supervisor, utility, civil city staff and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate and apply mathematical operations to such tasks as basic work orders, purchasing, job order costing, calculating a work order and prepare requisitions. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to make sound recommendation for remedial actions during emergencies. A meticulous, continual review of operations and maintenance is essential to ensure successful levee conditions during flooding conditions and emergencies.

### **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, use hands to finger, handle, feel, reach with hands and arms, climb on a regular basis, balance, stoop, kneel, crouch, crawl, talk and hear. 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. Employee may exert effort regularly for sustained periods of time.

### **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 may be exposed to wet and/or humid outside weather conditions. The employee is occasionally exposed to moving mechanical parts, high, precarious places, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock or vibration.

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.