

CITY OF FORT WAYNE JOB POSTING

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

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| Job Vacancy: | Intern – Energy Engineering Technician | Department: | City Utilities Engineering |
| Requisition Number: | 2023087 | | |
| Hours: | 8:00am – 5:00pm (may vary) | Rate of Pay: | \$15.00 - \$20.00 per hour |
| Date Posted Up: | 01/17/2023 | Date Posted Down: | Until filled |
| Time Up: | 11:30 a.m. | Time Down: | |

SUMMARY

Intern shall work under the direct supervision of the Program Manager – Utility Energy Engineering & Sustainability Services within the City of Fort Wayne Utilities Engineering Departments. The technical areas for which the candidate will provide assistance will include energy engineering including but not limited to day-to-day activities. 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 City and department policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assists with field reconnaissance for purposes of gathering data;
- Assists with preliminary report preparation;
- Assists with surveying for field verification of energy engineering projects;
- Assists with data collection used for planning activities or design;
- Assists with development of energy data through use of Excel and pivot tables for analysis;
- Assists with general research, data tracking systems, filing systems;
- Completes miscellaneous assignments as needed.

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

Pursuing Electrical or Energy Engineering Technology or B.S. Electrical or Energy Engineering, with a minimum two years of college completed.

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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Candidate must have:

- Ability to communicate effectively;

- Ability to maintain effective work relationships with engineers, contractors and utility customers.

MATHEMATICAL SKILLS

Candidate must have ability to comprehend and apply principles of algebra and trigonometry.

REASONING ABILITY

Ability to define unprecedented problems, collect data, establish facts, and draw valid conclusions by extending accepted methods or developing new ones. Candidate must have ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to develop program work plans designed to improve or expand current service levels.

CERTIFICATES, LICENSES, REGISTRATIONS

If a City vehicle is used, successful applicants must have either;

- A valid Indiana Driver's License, or
- A valid driver's license accompanied with a notarized or certified copy of the individual's driving record from the state/region/country where such license was issued.

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 sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; climb or balance and reach with hands and arms. The employee must occasionally lift and/or move up to 20 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 (cold, hot, wet, humid, etc.), outdoor wilderness (poison ivy, thorns, mosquitos, thick brush, off trail trekking, etc.), and moving mechanical parts. 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.