

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager I- Construction Support & Analysis	Department:	City Utilities Engineering
Requisition Number:	2023125		
Hours:	Varies, part time up to 29 hours per week	Rate of Pay:	\$31.15 - \$38.00 per hour
Date Posted Up:	2/7/2023	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of City Utilities Engineering Program Manager of Construction incumbent performs administrative and analytical duties including budget, organizational, systems, policy, project management, and procedural analysis in support of Engineering project and construction managers. 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 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.

PROJECT SUPPORT & ANALYSIS

- Develops, presents, and implements plans, programs, and recommendations for City Utilities Engineering;
- Prepares narrative and statistical reports, correspondence, spreadsheets, and graphics using automated techniques;
- Identifies project award opportunities and prepares applications;
- Assists in monitoring and updating Program Management Information System information
- Prepares various capital project and private development project summary reports;
- Provides project management support services and end user training for construction related programs and implementation;
- Prepares clear and concise technical, administrative and financial reports; prepares clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form;
- Assists with coordination with property owners and construction administration on lead service replacement, septic elimination, and capital projects
- Assists construction manager with coordination and administration of private development contracts
- Assists with monitoring and construction administration of Stormwater Pollution Prevention Plans during construction
- Assists with post construction BMP inspection and education program as well as tracking within CUE and other city departments within MS4 jurisdiction
- Assists project managers with inventory management of materials and equipment on capital projects
- Work with construction managers, inspectors, and contractors to ensure materials are efficiently and accurately distributed to projects.
- Proactively monitor and propose restocking materials as need to keep projects adequately supplied
- Work with material distributors to obtain bids and purchase orders to purchase materials for projects.

- Manage inventory deliveries and coordinate with engineering and operations staff, distributors, and contractors.
- Track material invoices and verify quantities and pricing and make recommendations for invoice payment.
- Suggest, develop, and implement approved improvements to the material purchasing, storage and tracking process.
- Build business cases and reporting for material inventory programs

PROJECT INFORMATION/COMMUNICATION

- Compiles and disseminates information for projects under the direction of Engineering Management or project managers;
- Works with Engineering Management and Public Information Officer to develop materials to complement written and spoken narratives;
- Communicates effectively orally and in writing to provide service and information to the public, other City agencies and various community and interest groups;

MANAGEMENT/OPERATIONS

- Assists with tracking and monitoring the implementation of Engineering strategic planning goals and initiatives;
- Assists with energy and sustainability programs, projects and initiatives of City Utilities
- Establishes and maintains various data collection, record keeping, tracking, filing, and reporting systems;
- Assists in developing, tracking, and reporting on utility engineering metrics and best practices;
- Coordinates and prepares project reports for analysis by Engineering Management;
- Performs all duties in accordance with the department's policies and procedures.

MARGINAL FUNCTIONS

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

Responsible for indirect supervision and coordination of engineering technician(s), capital project services staff, public relations staff and intern(s) in workloads associated with construction management support and inventory management programs. A moderate degree of decision making will be required. Ability to build trust with co-workers and create a work environment that is collaborative in nature.

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 in public or business administration, economics, supply chain management or construction management and three (3) years of experience working with construction administration; or equivalent combination of education, training, and/or experience;
- Experience working in public works or utility construction related fields preferred;

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Thorough understanding of project management and construction management administrative processes and documents;
- Ability to perform duties with limited supervision;

- Principles and applications of critical thinking and analysis;
- Principles of business letter and report writing;
- Ability to establish and maintain effective working relationships with staff members, other departments in the City, other government agencies, and the general public;
- Ability to write and speak clearly and concisely to produce reports, and proposals;
- Demonstrated proficiency with Microsoft Office, particularly Excel
- Demonstrated experience with project management software
- General experience with ESRI ArcGIS desired

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. The incumbent must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Incumbent will have daily interaction with staff members, various local, state and federal agencies and the general public. These contacts involve giving and receiving factual information.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

REASONING ABILITY

Ability to perform a full range of complex and difficult professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative, including, but not limited to defining problems, collecting data, establishing facts, and drawing valid conclusions. Incumbent must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Work is repetitive and restricted in scope, but of substantial intricacy and involving several variables. Incumbent will be required to make substantial contributions involving non-routine decisions and recommendations based on the City’s policies and procedures. Judgment is needed in selecting the most pertinent guidelines. Considerable independence will be given in the development of plans and projects as necessary; however, questions or concerns regarding departmental objectives or goals will be discussed with supervisor.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintains a valid Indiana Driver’s License, if a City vehicle is be 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.