

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager I- Environmental & Sustainability Services	Department:	City Utilities Engineering
Requisition Number:	2023256		
Hours:	8:00 a.m. – 5:00 p.m., may vary depending on need	Rate of Pay:	\$68,775.00 - \$80,000.00 Annually
Date Posted Up:	9/13/2023	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Engineering Manager for Utility Energy Engineering & Sustainability Services, incumbent provides necessary support and coordination for creating, developing and managing City of Fort Wayne’s Climate Action & Adaptation Plan (CAAP), energy and sustainability policies, goals, and objectives. The incumbent will establish and maintain effective working relationships and build consensus among City Utilities and Civil City departments and the business community. Such work will promote development and implementation of sustainable business practices that protect the environment through more efficient and cost-effective practices. 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 and Utility's 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.

- Oversight and preparation of reports on the status of CAAP, energy management, conservation and renewable energy projects and services and documented savings of program as directed
- Assists with:
 - The timely implementation of goals, policies, strategic plans, and key performance indicators while utilizing resources and service levels to meet energy and sustainability program and CAAP objectives;
 - Implementation of initiatives for the Utility and City-wide energy policy to ensure that program objectives are met and remain in compliance with applicable planning, regulatory and jurisdictional codes;
 - Facilitation of the Envision® Sustainable Infrastructure Rating System for City Utilities projects;
 - Assist with implementation of City Utilities Resource Recovery and Fats Oil & Grease (FOG) management sustainability programs
 - Research and submittal of grant applications for identified initiatives;
 - Development of supporting business cases for sustainability and program objectives;
 - Review and recommends changes and new initiatives, policies and procedures as appropriate for sustainability programs;
 - Research and analysis for energy management, conservation issues, sustainable business initiatives, and prepares reports on findings including recommendations to address such issues;
- Development of project summaries and information for delivery to projects managers for implementation of design, construction and operation of identified projects

- Implementation of systems and processes to efficiently track, monitor and assess progress of CAAP action items by City Utilities and Civil City operations as assigned;
- Provides staff support for programs that provide communication between businesses and the City;
- Attends various meetings, and assists with presentations when required;
- Answers inquiries and refers specific inquiries to appropriate departments, organizations, or agencies;
- Establishes and maintains effective working relationships with staff members, Public Information Officers, government agencies, and the public. All interactions are to be done with patience, tact, respect, and professionalism.
- Other duties may be assigned.

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

Responsible for direction, coordination and supervision of staff and interns in the CAAP, Envision® Sustainable Infrastructure Rating System, and Energy & Sustainability Program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below and in following sections are representative of the knowledge, skill, and/or ability required.

- Function effectively as a member of an interdisciplinary team and assist with leadership of energy programs
- Working understanding and comprehension of project management principles
- General understanding of the principles of sustainability
- Strong analysis & technical problem-solving skills

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B. S.) in a field of Environmental Science, Engineering, or equivalent combination of education, experience, and/or training;
- Two years of experience in environmental, sustainability programs or roles
- Experience with Microsoft® Office, Excel spreadsheets using pivot tables for data analysis, PowerPoint, Word, and Adobe Illustrator
- Experience working for or with a municipal or utility is desired;
- Experience with energy management or performance tools is desired;

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management, public groups, CEO's, CFO's, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. 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 interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Indiana Driver’s License if 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. 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 10 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.