

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager I-Utility Engineering Process & Sustainability	Department:	City Utilities Engineering
Requisition Number:	2022237		
Hours:	8:00 a.m. – 5:00 p.m. may vary	Rate of Pay:	\$62,000.00 - \$80,000.00 Annually
Date Posted Up:	8/8/2022	Date Posted Down:	8/15/2022
Time Up:	10:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the direction of the City Utilities Engineering Management, incumbent provides necessary support and coordination for creating, developing and managing sustainability policies, goals, and objectives in the areas of business, project processes and energy. The incumbent will establish and maintain effective working relationships and build consensus among City Utilities departments and the community. Such work will promote development of improvements and implementation of sustainable project and business practices through more efficient and cost-effective methods. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Develops plan to provide adequate human and financial resources to meet current and future program needs;
- Assists with establishing, implementing and monitoring of program policies, procedures and services level standards;
- Assist with establishing, coordinating, implementing, updating and monitoring of standards, specifications, policies, procedures and service levels
- The timely implementation of goals, policies, strategic plans, and key performance indicators while utilizing resources and service levels to meet business and energy sustainability program objectives.
- Develop, implement, manage or perform the engineering of improvement projects, including conceptual design through detailed construction design, preparation of contract documents, construction services, and regulatory permitting.
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;
- Assist with management, development, and maintenance of administrative processes, procedures, and best practice guidelines for a wide range of Utility initiatives.
- Identify and assist with development of standards, workflows, and other improvements to business processes.
- Development of necessary supporting business cases and recommends changes and new initiatives, policies and procedures as appropriate
- Implementation and support of initiatives for the Utility wide energy policy to ensure that program objectives are met and remain in compliance with applicable planning, regulatory and jurisdictional codes; Including the City Climate Action Plan.
- Oversee ongoing Envision® Sustainable Infrastructure Framework for City Utilities projects;

- Support implementation of City Utilities Resource Recovery and Fats Oil & Grease (FOG) management sustainability programs
- Research and submittal of grant applications for identified initiatives;
- Research and analysis for energy management, conservation issues, sustainable business initiatives, and prepares reports on findings including recommendations to address such issues;
- Preparation of reports on the status of energy management, conservation and renewable energy projects and services and documented savings of program as directed;
- Implementation of systems and processes to efficiently track, monitor and assess energy utilization by City Utilities facilities and 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 employees in the energy and sustainability programs. A moderate degree of decision making will be required. In addition, will perform indirect coordination and supervision of employees supporting business process improvements. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

MINIMUM REQUIREMENTS - 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. 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, Industrial Engineering, or equivalent combination of education, experience, and/or training;
- Minimum five (5) years of experience in energy/sustainability projects and programs
- 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;
- Experience with process and performance improvements and associated tools is desired;

SPECIALIZED SKILLS

- Advanced knowledge and skills in Sustainability principles and practices
- Strong leadership and communication skills;
- Function effectively as a member of an interdisciplinary team and assist with leadership of business process improvements and energy sustainability programs
- Working understanding and comprehension of project management principles

- Strong analysis & technical problem-solving skills

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

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.
- Engineer-in-Training certification or Professional Engineers (P.E.) license desired.

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 will be required to sit and use hands to finger, handle, or feel. The employee will be required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. 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, ability to adjust focus, and color vision.

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.

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.

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.