

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager I-Utility Regulatory Compliance	Department:	City Utilities Engineering
Requisition Number:	2024111		
Hours:	8:00 a.m. – 5:00 p.m., may vary depending on need	Rate of Pay:	\$71,600.00 - \$85,000.00 Annually
Date Posted Up:	2/5/2024	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the City Utilities Engineering Management and in coordination with City Utilities Administration and Operations Management, the incumbent provides strategic leadership, oversees and assures compliance with regulatory permits and policies for City Utilities, and helps coordinate, implement, and administer policies and programs policies and standards of City Utilities Engineering. The incumbent will establish and maintain effective working relationships and build consensus among City Utilities departments, other agencies, watershed groups, and the business community. 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, professionalism, and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Oversees, organizes, tracks, reports, and manages permits, including 6-month Consent Decree Reporting, CMOM updating, MS4 Annual Reporting, 7-day reporting, and other permits and reports as assigned, develop tracking system, reporting schedule, reviews compliance reporting, and overall permitting compliance schedules to ensure compliance;
- Works directly with the Engineering Manager, Deputy Directors of Engineering and Operations, and other Utility leadership during confidential negotiations with state and federal regulators for permits and other regulatory control systems;
- Serves as the primary point of contact and responsible position for all City-owned and/or operated facility stormwater pollution prevention plans (SWP3), including facility inspections, inspection follow-up, staff training, and SWP3 modifications;
- Develops and monitors budgets for the programs and permit requirements;
- Oversees development of tracking systems, provides training and coaching on general City staff stormwater training, working with appropriate City departments and stakeholders to ensure compliance;
- Oversees, and assists as necessary with inspecting, collecting, documenting, and reporting MS4 annual metrics;
- Assists with management, development, and maintenance of administrative processes, procedures, and best practice guidelines for a range of Utility initiatives;
- Develops necessary supporting business cases and recommends changes and new initiatives, policies, and procedures as appropriate;
- Coordinates and works with MS4 co-permittees to ensure compliance, assists with reporting and tracking, and acts as the primary point of contact for day-to-day permit questions;

- Assists with the implementation of stormwater best management practices (BMP) Inspection and Education Program, including review of inspections, customer communication, enforcement, and tracking;
- Oversees and coordinates efforts for stormwater sampling, including site selection, testing parameters, results review and analysis, and reporting;
- Assists with SWP3 and post-construction BMP tracking within CUE and other city departments within MS4 jurisdiction, including tracking and reporting;
- Assists with IDDE tracking, screening, and findings, including reporting;
- Provides support to teams to ensure compliance and meeting permit requirements through data collection, report preparation, and follow-up on outstanding permit issues as needed;
- Assists with Post Construction BMP program as available;
- Provides permit assistance, including preparing permit applications, communicating with regulatory agencies, and coordinating with project managers and appropriate staff to complete permit submittals and obtain permits;
- Serves as a backup for the Program Manager of Facilities Operations Compliance and Program Manager of Regulatory Wet Weather – Stormwater Operations.

MANAGEMENT/OPERATIONS

- Maintains a thorough understanding of environmental law, rules, regulations, order provisions, and permit requirements affecting the operations of Fort Wayne City Utilities and other environmentally regulated Departments within the City;
- Develops a positive team atmosphere within the Regulatory Compliance Program through strong interpersonal skills; as demonstrated by an ability to respond appropriately to others, actively listen, and provide feedback in a non-threatening manner;
- Keeps current with changes in the regulatory climate and monitors proposed changes in the laws, rules, regulations, orders, and permits that may affect the operations of the City;
- Prepares summaries of proposed regulatory changes, public comment letters as appropriate, and a general understanding of the regulatory environment;
- Researches and analyzes from water perspectives on relevant issues associated with conservation, water quality, climate change, long-term water supply, etc., and prepares reports on findings including recommendations to address such issues;
- Maintains a thorough understanding of the National Pollutant Discharge Elimination System (NPDES), Consent Decree, and other regulatory compliance requirements;
- Continuously monitors and evaluates the efficiency and effectiveness of methods and procedures, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews those opportunities with the team;
- Provides support of drain (regulated drains and natural drains) policies and protocols and training for drain maintenance as needed;
- Utilizes the Project Management Information System (PMIS) for project information for compliance reporting and tracking;
- Understands e.RIS and Telog for purposes of regulatory compliance and reporting. Provide input and feedback for modifications to improve wet weather reporting;
- Benchmarks Best Management Practices on a national level with comparable major cities in the U.S.;
- Maintains regulatory compliance calendar and track noncompliance.

INFORMATION/COMMUNICATION

- Answers inquiries and refers specific inquiries to appropriate departments, organizations, or agencies;
- Coordinates and assists with stormwater outreach and events;
- Attends various meetings and assists with presentations as required;

- Maintains good public relations;
- Represents the City at meetings of Board of Public Works, City Council, public hearings, neighborhood meetings, professional association meetings and other forums in coordination of community outreach on regulatory issues.

MARGINAL FUNCTIONS

- Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible for managing 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 the overall direction, coordination, supervision and evaluation of regulatory management and compliance of active permits and orders for City Utilities and the City of Fort Wayne. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Also responsible for indirect supervision and coordination of teams associated with various regulatory compliance activities. 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.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.S.) in Environmental Science, Engineering, Engineering Technology, or equivalent combination of education, experience, and/or training;
- A minimum of two years of experience leading or assisting with municipal or industrial regulatory compliance activities is desired;
- Experience with Microsoft® Office, Excel spreadsheets using pivot tables for data analysis, Power BI, PowerPoint, Word, and Adobe Illustrator is desired;
- Experience working for or with a municipal government or utility is desired;
- Experience with regulatory compliance or regulatory permitting and reporting is desired;
- Experience with ESRI ArcGIS is desired.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Strong leadership and communication skills;
- Functions effectively as a member of an interdisciplinary team and assists with leadership of business process improvements, compliance, and sustainability programs;
- Utilizes and understands construction contracts and documents;
- Working knowledge and general comprehension of construction methodologies, problem-solving, and project management principles;
- General understanding of the principles of sustainability;
- Strong analysis & technical problem-solving skills;
- Ability to work in both office and field conditions;
- Performs job duties as directed and necessary to fully utilize and maintain certifications, licenses, training, etc. that have been obtained per job description requirements and/or City Utilities Engineering Skill Based Compensation Policy.

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 co-workers, 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, and/or boards of directors. Ability to write reports and correspondence. Ability to effectively present, defend, and justify information to management, public persons or groups, and/or authorizing boards. Ability to collaborate with co-workers and maintenance staff in a way that achieves desired results while supporting a positive team environment.

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. Ability to take initiative in the definition, design, and accomplishment of work. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables. Ability to make decisions about what needs to be done within established parameters. Ability to determine the scope of assignments, and intent of guidelines and act as technical authority.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License;
- Possess or have the ability to obtain Certified Professional in Erosion and Sediment Control (CPESC), Certified Erosion, Sediment and Stormwater Inspector (CESSWI), or other equivalent certification within 18 months of hire.

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 essential functions.

While performing the duties of this job, the employee is regularly 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; or talk. 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.

While performing the duties of this job, the employee is frequently exposed to moving vehicles, fumes or airborne particles, and outside weather conditions. 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.