

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager II- Construction & Coordination Services	Department:	City Utilities Engineering
Requisition Number:	2024284		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$78,700.00 - \$100,000.00 Annually
Date Posted Up:	11/12/2024	Date Posted Down:	Until Filled
Time Up:	3:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the Manager of Engineering and working closely with Utilities Engineering Management, the incumbent is responsible for oversight of construction and/or coordination of recommendations for improvements to utility systems associated with Utility capital projects, private development and coordination with transportation projects. 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.

PLANNING/JUDGEMENT

- Prepares and monitors Utility Construction & Coordination Services program O&M and Capital budgets and expenditures;
- Establishes, implements, and monitors Utility Construction & Coordination Services program policies, procedures and service level standards;
- Develops plan to provide adequate human and financial resources to meet current and future Utility Construction & Coordination Services program needs;
- Examines project conflict map regarding potential conflicts between proposed improvements and future City Utility plans and gather information related to the conflicts;
- Directs and coordinates the response and follow-up to requests for information and consultation on general utility inquiries;

INFORMATION/COMMUNICATION

- Performs Utility Construction & Coordination Services program staffing functions related to hiring, training, discipline, motivation and performance evaluation of personnel;
- Ensures that all utility capital projects have public information contacts and emergency contacts established, communicated and maintained for continuous coverage and duration of project;
- Manages the process of responding and following-up to routing and plan review requests for information and consultation on: project status; utility conflicts and necessary modifications for conformance with utility standards;
- Attends routing and utility coordination meetings;
- Represents Utility Construction & Coordination Services program at Board meetings, public hearings, City Council meetings, neighborhood meetings, professional association meetings and other forums;
- Maintains an understanding of environmental law, rules, regulations, consent decree mandates, order provisions and permit requirements affecting the operations of Fort Wayne City Utilities;

- Maintains a thorough understanding of City's Consent Decree, LTCP, Combined Sewer System Operational Plan (CSSOP), Capacity Management Operation and Maintenance (CMOM), and its sewer and stormwater National Pollutant Discharge Elimination System (NPDES) compliance requirements;

MANAGEMENT/OPERATIONS

- Manages and coordinates staff, contractors, systems and work processes associated with the construction of utility capital projects. These include construction change order process, field orders, work directives, construction project scheduling, shop drawing submittal and review, substantial completion notification, final completion notification, acceptance testing, record drawing submittal and review, construction inspection, contractor payment and project document management per the accepted policies and procedures of the Board of Public Works and City Utilities;
- Manages, supervises, assigns, monitors progress, and ensures the quality of work performed by Utility Construction & Coordination Services program staff;
- Reviews and approves private utility facilities plans and specifications for construction projects. The necessary steps include checking drawings for conformance with City standards; recommending appropriate action; drafts, submitting for approval and issues approval recommendations;
- Performs comprehensive assessment, coordination, and planning of utility related issues associated with community development projects, requests/projects originated by other city departments, developers and/or contractors;
- Coordinates routing and plans review functions with other Utility and Civil City departments;
- Locates plans, records drawings, maps, easements, agreements, ordinances, rules, and regulations about existing City Utility Systems. Explain and identify responsibilities associated with the particulars of the requested document;
- Manages the provision of construction contract management services for privately funded and utility funded capital improvement projects;
- Performs work of subordinates as necessary to achieve program goals;
- Manages the provision of construction inspection services for privately funded and utility funded capital improvement projects;
- Assists, as necessary, with oversight and management of lead service replacement, inspection and inventory programs;
- Manages the provision of construction inspection services for Storm Water Pollution Prevention Plan (SWPPP) projects;
- Manages and monitors on-call construction professional service agreements and allocate on-call work assignments in accordance with departmental policies;
- Manages team to ensure that developer contract requests for acceptance are completed and timely processed. Processing includes the following: check completion affidavit; check bonds; check easements; check inspection sign off; check record drawings; process fees due developers by requesting and distributing check; recommend project acceptance;
- Ensures that accepted projects have proper documentation uploaded into Project Management Information System and Record Drawings are reflected in GIS mapping system;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;

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 the overall direction, coordination, supervision and evaluation of employees in the Utility Construction & Coordination Services Programs. Carries out supervisory responsibilities for program staff in accordance with the organization's policies and applicable laws. In addition, provides indirect supervision and gives direction to contractors, consultants, project engineers, operations field crews and utility technicians involved in Utility construction. Assist with Supervisory duties and cover other CU Engineering management positions, including the Engineering Manager for Construction, during times of absences or emergencies, within the CU Engineering group.

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

Bachelor's degree (B. S.) in an approved program of Civil Engineering, Civil Engineering Technology or approved equivalent degree from an accredited four-year college or university. Ten (10) years of experience in a public agency, utility or related field with emphasis on engineering, construction inspection, and construction contract management functions.

SPECIALIZED SKILLS

- Function effectively as a member of an interdisciplinary team.;
- General understanding and comprehension of project management principles;
- Advanced knowledge of Utility Design and Construction Standards;
- Working knowledge of Development Services group processes associated with private development plan review, fees and contracts;
- Perform job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that have been obtained per job description requirements and/or CU Engineering Skill Based Compensation Policy;
- Advanced knowledge and ability to utilize and understand construction contracts and documents;
- Working knowledge and comprehension of construction methodologies and problem solving;
- Strong public relations skills including the ability to deal professionally and diplomatically with customers and the public impacted by utility construction projects.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Ability to communicate effectively in order to manage staff and represent the construction services program at various meetings. Ability to maintain effective work relationships with developers, attorneys, engineers, contractors and utility customers.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions by extending accepted methods or developing new ones. 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

- Valid Indiana Driver's License, if a City vehicle is used;
- Construction Document Technician (CDT) Certification. While the certification is not mandatory at the time of hire, it must be obtained within the first 18 months of employment. Training and resources will be provided to help achieve this requirement;
- Water Distribution System Operator License. While the certification is not mandatory at the time of hire, it must be obtained within the first 24 months of employment. Training and resources will be provided to help achieve this requirement;
- Wastewater Collection System Operator License. While the certification is not mandatory at the time of hire, it must be obtained within the first 36 months of employment. Training and resources will be provided to help achieve this requirement.

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; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, wet or humid conditions (non-weather), fumes or airborne particles, toxic or caustic chemicals. 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.