

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Project Management Technician</b>	Department:	Parks and Recreation
Requisition Number:	2025216		
Hours:	7:30 am to 3:30 pm, may vary	Rate of Pay:	\$73,032.50 Annually
Date Posted Up:	4/25/25	Date Posted Down:	Until Filled
Time Up:	3:30 pm	Time Down:	

**SUMMARY**

Working under the direction of the Superintendent of Project Administration, the incumbent assists in the planning, design, engineering, construction, and management of Parks and Recreation Department Capital Improvement and Maintenance/Repair/Special 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 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/IMPLEMENTATION**

- Manages multiple Capital Improvement projects simultaneously including a variety of architectural and engineering activities related to the scheduling, designing, construction plan review, inspection, and operation of park infrastructure such as streets, playgrounds, sidewalks, athletic fields, athletic courts, aquatic recreation, pathways, levees, multi-use trails, and demolition projects;
- Assists in design of park related facilities and prepares clear, complete, and accurate written plans and detailed drawings for various park and facility construction projects;
- Prepares detailed cost estimates for park buildings, sports facilities, recreation areas, and related support projects;
- Researches and collects information for departmental projects;

**INFORMATION/COMMUNICATION**

- Coordinates and attends bid/quote openings with relevant information;
- Coordinates schedules, and attends pre-construction meetings and maintains records of such;
- Maintains effective working liaisons with the Project Administration, other departmental supervisors and personnel, public and private agencies, utility companies, private developers, contractors, and the general public;
- Maintains consistently good public relations with neighborhood associations, committees, and all park patrons;
- Assists in the preparation of graphics for marketing and other divisions of the department;
- Answers and investigates citizen questions, reports, and complaints;
- Assists other employees with work and training;

**DOCUMENT MANAGEMENT, PROCESSING & ANALYSIS**

- Prepares and processes change orders as required for park related projects;
- Prepares invoices, reviews pay applications, and recommends payments;

- Prepares and maintains records and reports relative to project development and construction activities;
- Maintains filing system for all maps, drawings, specifications, survey records, and reference materials;

### **MANAGEMENT/OPERATIONS**

- Writes reports, specifications, and contracts for park related projects;
- Obtains estimates, proposals, and/or bids from various consultants, contractors, and vendors for work of the Department;
- Coordinates schedules, and attends pre-bid/quote meetings and maintains records of such;
- Requests the issuing of purchase orders and work orders for new and existing park related projects;
- Supervises and inspects construction projects at all phases to insure compliance with contract documents and keeps accurate diaries and budget spreadsheets;
- Operates surveying equipment and determines exact lines, distances, angles, and elevations of all park property and construction projects and makes necessary mathematical calculations related to surveying;
- Prepares detailed computer aided (CAD) drawings of park site plans and utility locations;
- Utilizes AutoCAD for project development, project design and development of quantity calculations;
- Competently and efficiently utilizes the latest AutoCAD software including Revit™ or other similar programs, to produce high quality and detailed project documents for civil and architectural projects.
- Locates department owned underground utilities and coordinates locations of other utilities as required for all park related projects;
- Provides technical assistance to department crews on layout of athletic fields, diamonds, courts, and other sports and other support projects;
- Monitors and directs the work of assigned assistants;
- Performs duties within the guidelines of the work rules and safety policies of the City of Fort Wayne and the Park Department;

### **SPECIAL PROJECTS DUTIES AND RESPONSIBILITIES**

- Oversees budget expenditures relating to special projects, equipment and daily operations;
- Prepares equipment and contract specifications; works within purchasing guidelines;
- Requests quotes and awards contracts from contractors and vendors for special project repairs and improvements in park facilities and properties;
- Oversees work of contractors;
- Creates work requests for repairs and follows through until completion of request;
- Prepares costs estimates of labor, material and equipment as required;
- Keeps records for accounting and for planning purposes;
- Works with outside groups involved in park activities;

### **GEOGRAPHIC INFORMATION SYSTEM RESPONSIBILITIES**

- The incumbent utilizes established Geographic Information Systems (GIS) procedures and software applications, including ESRI ArcGIS and iMap Geospatial Portal products, to modify and update GIS records for Parks Department features and facilities;
- Digitizes and maps GIS features using aerial imagery, detailed drawings, data from forms, GPS field data, maps and various other sources, and conducts field data collection as required;
- Assists to develop extensive Parks Department GIS mapping system, including Parks Department features and private utilities;
- Participates in required training as assigned by Superintendent of Project Administration.

### **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**

Incumbent assists in supervising the work of one intern employee. Incumbent may also be required to assist in supervising maintenance employees on a project to project basis.

### **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 (B. A.) from four-year College or University in Construction Engineering Technology or similar field; and two to three years related experience and/or training; or equivalent combination of education and experience. Knowledge and ability to use computers for word processing, spreadsheets, emails, Internet, etc. Proficient knowledge and ability to use computer aided drafting (CAD) software and equipment with specific knowledge in Auto CAD and Revit™ preferred. Ability to proficiently operate field measuring devices (surveying) and utility location equipment.

### **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. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License, if City vehicle is used;
- Must be able to be certified by the National Playground Safety Institute as a Playground Safety Inspector (Provided by Employer).

**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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk,

and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; 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, color vision, peripheral 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. 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 frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is usually loud, as job site inspections would produce a loud to very loud environment. Frequent contacts occur throughout the work with co-workers, managers, superintendents, contractors, other city departments, government agencies, consultants, and the general public. Incumbent must be able to work independently and in groups, effectively communicate and receive information, and maintain effective working relationships.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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.