

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Project Management Technician	Department:	Parks & Recreation
Requisition Number:	2019		
Hours:	7:30 a.m. – 3:30 p.m.	Rate of Pay:	\$46,985.33 - \$57,426.51 Annually
Date Posted Up:	5/17/19	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Supervisor of Project Administration, the incumbent assists in the planning, design, construction, and management of Parks and Recreation Department Capital Improvement and Maintenance Repair Projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 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;
- Writes reports, specifications, and contracts for park related projects;
- Prepares detailed cost estimates for park buildings, sports facilities, recreation areas, and related support projects;
- Obtains estimates, proposals, and/or bids from various consultants, contractors, and vendors for work of the Department;
- Researches and collects information for departmental projects.
- Coordinates schedules, and attends pre-bid/quote meetings and maintains records of such;
- Coordinates and attends bid/quote openings with relevant information.
- Coordinates schedules, and attends pre-construction meetings and maintains records of such;
- Requests the issuing of purchase orders and work orders for new and existing park related projects;
- 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;
- Supervises and inspects construction projects at all phases to insure compliance with contract documents and keeps accurate diaries and budget spreadsheets;
- 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;
- 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;
- 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.
- Maintains filing system for all maps, drawings, specifications, survey records, and reference materials;
- 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;
- Assists in the preparation of graphics for marketing and other divisions of the department;
- Answers and investigates citizen questions, reports, and complaints;
- Monitors and directs the work of assigned assistants;
- Assists other employees with work and training;

- Performs duties within the guidelines of the work rules and safety policies of the City of Fort Wayne and the Park Department.

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.

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 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. 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.