

## CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	<b>Project Manager – Junior</b>	Department:	Transportation Engineering Services
Requisition Number:	2025181		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$34.0352 to \$40.4567 per hour
Date Posted Up:	3/17/2025	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

### SUMMARY

Working under the direction of a Senior Project Manager the Project Manager Junior will perform scheduling, designing, engineering, construction inspection, and monitoring of civil engineering 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.

### OPERATIONS/JUDGEMENT

- Manages multiple Public Works Capital Improvement projects simultaneously including a variety of civil engineering activities related to the scheduling, designing, construction plan review, inspection and operation of civil infrastructure such as streets, sidewalks, alleys, railroad crossings, levees, multi-use trails and demolition projects. Designs and identifies the need for features such as drainage, material type placement, storm sewers, etc.;
- Develops project plans that include design, estimate, schedule and special provisions and prepares documents for advertising, bidding and award. Ensures contract compliance with these documents;
- Conducts pre-bid and pre-construction meetings with contractor and other effected agencies;
- Maintains on-call status in case of public emergencies;
- Requests purchase and work orders for funding of street projects;
- Manages material records and quantities constructed for invoice verification and payment;
- Authorizes contractor payments, approves change orders, and prepares final project documentation;
- Develops right-of-way engineering plans and assists with right-of-way documents;
- Maintains knowledge of Indiana Department of Transportation (INDOT), Federal Highway Administration (FHA), American Association of Highway and Transportation Officials (AASHTO) rules and regulations and acts as the Cities liaison for state and federally funded Transportation projects;
- Monitors Public safety measures ensuring adequate roadway and pedestrian safety are maintained on construction sites and meets legal traffic safety guidelines per Manual on Uniform Traffic Control Devices (MUTCD). Adheres to City of Fort Wayne Traffic Engineering control special provisions and corrects traffic maintenance issues on construction projects;
- Manages and designs solutions to complex engineering issues that are identified and arise during the construction process, under the direction of a Senior Project Manager;
- Works in office and on site to manage, design, and develop construction project from conception to completion;

- Reviews and corrects, with the assistance of a Senior Project Manager, construction documents from Technicians (drafting) and directs inspection staff to ensure quality of work. Requests required survey data to achieve accurate usable information;
- Utilizes AutoCAD for project development, project design and development of quantity calculations;
- Designs projects using “The Complete Street” protocol, which includes the utilization of pedestrian and bicycle infrastructure, urban trails, and traffic calming measures;
- Develops conceptual, preliminary, and final routings for Transportation projects to be sent to outside public and private Utilities, along with other government agencies for comments and concerns;
- Provides Technical support for Survey, Construction and Maintenance projects for Street Department, Water Pollution Control, Water Maintenance and various other city departments;
- Utilizes Project management Information System (PMIS) software for project schedules, Budgets, Monthly status reports, general document management, construction engineering reviews and approvals, project tracking;
- Reviews, with the assistance of a Senior Project Manager, engineering consultant project designs for accuracy and conformance of the City’s standards and other acceptable engineering standards; while suggesting corrective courses for design issues;
- Utilizes software programs and database management such as Accela, AutoCAD, Document Manager, M.S. Office Suite, Minute Trac, and FTP site;
- Operates small Unmanned Aerial Systems (sUAS) equipment in aerial surveys of both video and still photography;
- Utilizes sUAS footage to complement total station survey data utilizing AUTOCAD Civil 3D.

## **INFORMATION/COMMUNICATION**

- Interacts with the public, City officials, and outside agencies with patience, tact, respect, and professionalism regarding requests or complaints etc.;
- Answers public requests and complaints regarding transportation issue using photographs, cost estimates, and possible designs to help facilitate the probability a possible project and conveys an explanation to the public;
- Resolves conflicts between contractors, utilities, businesses and residents;
- Responds to requests for information, analysis, and consultation on engineering projects;
- Presents projects to the Board of Works for approval and acceptance at various stages of a project, including; Improvement Resolution, Advertising, Bidding, Bid Analysis Selection, Change Orders, and Project acceptance;
- Presents and solicits input on Public Safety and Transportation needs at various public forms. Including Public Hearings, Neighborhood Association meetings, Quadrant Partnership meetings, Public and Private Schools;
- Acts as the City’s liaison for state and federally funded Transportation projects;
- Maintains a good working relationship with all City department and other government agencies. As well as Private Engineering Firms and Construction Companies;
- Participates in Continuing Education opportunities, updates job knowledge by reading professional publications, and enhances departmental reputation by accepting ownership in assigned duties;

## **MARGINAL FUNCTIONS**

Performs other duties as required.

## **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**

This job has limited supervisory responsibilities.

## **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**

- B.S in Civil Engineering from an ABET accredited Civil Engineering Program, or
- B.S. in Civil Engineering Technology, Construction Engineering Technology or completion of an equivalent course of study and two (2) years of public works related experience, or
- A.A.S. in Civil Engineering, Civil Engineering Technology, or Construction Engineering Technology or completion of an equivalent course of study and four (4) years of public works related experience, or
- Eight (8) years of progressively responsible public works related experience.

## **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 top management, public groups, and/or boards of directors.

## **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.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to 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, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

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 and fumes or airborne particles. The noise level in the work environment is usually moderate.

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.