

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Project Manager	Department:	Street Project Management
Requisition Number:	2018201		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$58,038.09 - \$61,900.00 Annually
Date Posted Up:	9/10/18	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Performs scheduling, designing, construction inspection and monitors civil engineering projects.

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

- Coordinates and performs a variety of civil engineering activities related to the scheduling, designing, construction plan review, inspection and operation of civil facilities such as streets, sidewalks, alleys, railroad crossings, dikes, demolition projects, storm sewers, traffic signals, street lighting, etc.;
- Maintains effective working liaisons with the Department Head other departmental supervisors and personnel, contractors, the general public, etc.;
- Designs and identifies the need for features such as drainage, material type placement, cost estimates, progress, special provisions, etc.;
- Applies and updates engineering specifications and departmental standards;
- Coordinates and assists with engineering support activities (i.e., surveying, drafting, inspection, clerical, etc.);
- Requests purchase and work orders for street projects;
- Prepares bid packages;
- Ensures contract compliance with plans and specifications;
- Maintains materials records and quantities constructed for invoice verification and payment
- Develops right-of-way engineering plans and assists with right-of-way documents
- Maintains on-call status in cases of public emergencies;
- Reviews plans/specifications developed by others for public facilities improvement;
- Maintains valid Indiana Driver’s License if City vehicle is used.

SUPERVISORY RESPONSIBILITIES

This job has no 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

A.A.S. in Civil Engineering, Civil Engineering Technology, or Construction engineering Technology or completion of an equivalent course of study and eight years progressively responsible public works related engineering design experience or B.S. as described and four years related experience as described.

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 25 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 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.