

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor of Project Administration	Department:	Parks & Recreation
Requisition Number:	2018104		
Hours:	7:30 a.m. – 4:30 pm., may vary	Rate of Pay:	\$58,038.00 - \$64,486.00 Annually
Date Posted Up:	3/13/18	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Superintendent- Grounds and Improvements, incumbent is responsible for planning, designing, estimating costs and preparing contracts and specifications for various Parks and Recreation structures and facilities, landscaped areas and planting for capital improvements, maintenance projects and other special assignments. 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.

- Designs park related facilities and prepares plans;
- Creates scope of work for construction projects;
- Assigns Capital Improvement Projects to project technicians;
- Writes specifications and contracts for park related projects;
- Prepares cost estimates for park buildings, sports facilities, recreation areas, and related support projects;
- Obtains estimates, proposals, or bids from various consultants, contractors, and vendors for work of the Department;
- Supervises and inspects construction projects at all phases to insure contract compliance with the construction documents;
- Advises contractors or departmental construction workers when changes are needed and processes change orders;
- Prepares reports and evaluations as required;
- Organizes and supervises the scheduling of work load and personnel;
- Supervises the selection, training, and evaluation of project technician;
- Collects, compiles, and analyzes data to be used as a basis for design work in cooperation with the marketing division;
- Keeps records and files of property ownership, surveys, construction documents, and reports;
- Assists in preparation of various grants, plans, and budgets;
- Performs field work as required using various related survey equipment;
- Performs utility location services within Parks property using related utility location equipment,
- Attends meetings as required as department representative;
- Organizes, plans, and implements special projects as required.

MARGINAL FUNCTIONS

Performs other duties as assigned.

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

Supervises three to five employees in the Project Administration Section. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

- Education/Experience equivalent to a Bachelor's degree in Park Planning, Park and Recreation Administration, Civil Engineering, Engineering Technology, Building Construction, or related fields;
- Any combination of education and experience equivalent to four years and progressively responsible experience;

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Broad knowledge of the principles, and purposes, practices, and objectives of park and recreation activities and the necessary related designs;
- Broad knowledge of Federal, State, and Local regulations regarding land use and physical redevelopment;
- Experience working with private contractors in building construction and landscape construction projects;
- Experience with computer applications that are used in this work such as spread sheets and data bases;
- Experience with CAD design software, including Autocad, Autocad 3D, Revit, and/or other graphic software;
- Experience speaking effectively and accurately to professional organizations and community groups on Fort Wayne Parks and Recreation Department plans and projects.

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 to present information to top management, public groups, and/or boards of directors.

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. 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.
Certified by the National Playground Safety Institute as a Playground Safety Inspector. Owner will provide opportunity for training and all costs incurred to prepare for CPSI certification.

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 frequently required to talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. No special vision requirements.

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 wet and/or humid conditions, occasionally exposed to moving mechanical parts and work in high, precarious places, outside weather conditions, extreme cold, and extreme heat and occasionally exposed to 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.