

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor V-Maintenance Operations	Department:	WPCM/Stormwater Maintenance
Requisition Number:	2018240		
Hours:	7:00 a.m. – 4:00 p.m., (varies by need)	Rate of Pay:	\$58,038.09-\$70,935.45 Annually
Date Posted Up:	12/17/18	Date Posted Down:	12/21/18
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the direction of the Superintendent – WPC & Stormwater Maintenance, the incumbent plans, coordinates and directs the work of maintenance and construction crews within the WPCM/STM departments and fully supports all associated software and systems used within the WPCM/STM Departments. The incumbent assists in management of other areas of WPCM/STM as assigned. 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 and Utility's 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.

- Manages, including but not limited to, supervising all activities, measuring performance, monitoring results, providing feedback, employee evaluations, and discipline as necessary all staff involved in degreasing, de-rooting, flushing, construction, and other maintenance activities all designed to keep the collection and storm systems operating as designed;
- Acts as backup other supervisory staff as needed;
- Schedules, plans, assigns, performs cost analysis, and supervises crews in a variety of working conditions;
- Assists in coordinating the work of various crews with other City and City Utility departments including the fleet management, engineering, plants, and independent contractors;
- Ensures proper care and maintenance of departmental equipment, tools, and work areas;
- Manages the progress of crews on location and gives instructions as necessary;
- Works with considerable independence from supervisory control and has the authority to deviate from instructions, if necessary, while keeping the Superintendent advised of deviations;
- Uses judgment and makes decisions that will affect the quality and adequacy of work;
- Manages work plans and work assignments and supervises crews to carry out a variety of work relating to Fort Wayne's collection and storm systems;
- Assists in handling citizen complaints;
- Captures data to monitor status and performance of various functions for the management of operating reports, departmental budgets, service requests, work orders, etc. using various software platforms;
- Provides input for City Utilities planning of service extensions, improvements, or repairs along with cost management;
- Attends various meetings, e.g., public, Common Council, State/Federal agency, and City Administration, as needed;
- Administers and adheres to all City, division, and departmental policies and procedures;

- Responsible for creating and maintaining Standard Operating Procedures (SOPs) and Work Instructions in ISO format as it relates to maintenance activities;
- Performs special projects and duties as assigned;
- Responsible to ensure all safety policies and departmental guidelines are followed;
- Works closely with other department managers to perform focused analysis and studies for process improvement;
- Supports the mapping of assets using GIS and GPS technologies;
- Utilizes performance improvement tools to streamline organization processes, operations, and enhance organization efficiency and effectiveness;
- Evaluates and makes recommendations for improvement of work order effectiveness and works with other departments to make necessary improvements;
- Ensures operations processes are cost effective, value added, and efficient;
- Rotates with other managers for 24 hour on-call support for emergencies;
- Acts as backup for other Management positions when necessary;
- Reviews job completion information as submitted by the crews and makes adjustments to the cleaning schedules and/or frequencies as needed;
- Reviews inspection results that indicate the possible need for preventative maintenance work within the collection system and add work into the appropriate PM program as needed.

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

Responsible for the direct supervision of employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; performance appraisals; compensating and disciplining employees in accordance with the Policy and Procedure Manual; 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

- Bachelor's Degree (B.S.) in management, construction technology or equivalent from a four (4) year college or technical school; or eight (8) years related experience and/or training; or equivalent combination of education and experience.
- Experience in public utility collection systems and stormwater a plus.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Must be able to use and understand the Hansen software proficiently;
- Excellent written and oral communication skills;
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint);
- Experience in creating reports and spreadsheets;
- Knowledge of computerized work order system;
- Ability to learn new systems and software;
- Ability to send and receive e-mails, documents, and digital photos as needed;

- Specialized knowledge of stormwater principles and practices, applying advanced theories, methodology and new developments;
- Ability to supervise and coordinate the activities of multiple groups;
- Ability to establish and maintain effective working relationships with contractors, Civil City and City Utilities department heads, government officials and the general public;
- If deemed necessary, must have the ability to qualify medically and physically to wear respiratory protection equipment;
- Knowledge of Hansen and mobile technology;
- Ability to problem solve, be organized, and have teamwork skills;
- Ability to remain professional, show respect for others at all times, stay focused and positive;
- Ability to operate standard office machines, scanner, do light typing, and data entry;
- Ability to multi-task, set priorities, and manage time effectively, achieve goals and follow policies set by management;
- Strong analytical skills, solid business judgment, creativity, and the ability to communicate effectively with management and staff.
- Strong consensus building, negotiating, team building, and facilitation skills.
- Knowledge of office practices and procedures;
- Knowledge of the methods and procedures followed to request an emergency purchase order, capital work order, etc.
- Ability to assimilate large amounts of information to analyze data to identify best practices and continuous improvement opportunities.
- Ability to effectively apply the rules and regulations of the department that are relevant to the duties of the position.

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. Contact with the public, staff, government officials and organization representatives occurs throughout all aspects of the work. Such contact is necessary in order to explain or interpret services rendered, policies carried out or coordination of collection system procedures. Incumbent may communicate with representatives of City Council or the Board of Works.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

- Ability to obtain Collection System II certification within two (2) years of hire date;
- Valid Indiana Drivers License;
- CDL with approved endorsement beneficial but not mandatory;
- Must take a 10-hour OSHA training course in General Industry (1910) or Construction (1926) within 1-year of obtaining position;
- Full training of OSHA guidelines and city policies as it pertains to confined space entries must be obtained within 3-months of hire;
- Must obtain certification in adult CPR/First Aid within 1-year of obtaining position and must keep certification current.

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 hear or talk. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle or feel, reach with hands and arms, climb or balance; stoop, kneel, crouch, crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and adverse weather conditions including extreme temperatures, humidity, precipitation and dust. The noise level in the work environment is usually loud.

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.