

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Supervisor VII-Drainage Operations</b>	Department:	WPCM/Stormwater Maintenance
Requisition Number:	2018241		
Hours:	7:00 a.m. – 4:00 p.m., may vary depending on 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 direct supervision of the Superintendent of Water Pollution Control Maintenance and Stormwater Maintenance, the incumbent plans, coordinates and directs the stormwater construction crews within the WPCM/STM departments. Incumbent assures work is planned and implemented efficiently and effectively. Incumbent balances work crews to workloads as needed and assures work is performed professionally and to minimal impact to the citizens of Fort Wayne. Incumbent will assist in oversight of other areas of the department 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 City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including personnel records and all associated information.

**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:

- Manages up to thirty (30) staff involved in the maintenance, cleaning and repair of the stormwater collection system;
- When needed will backup other supervisory staff;
- Manages all the materials and equipment that would be used daily;
- Manages and plans daily activities for subordinate staff;
- Remains on-call for emergencies;
- Prioritizes ditches, swales and other drainage systems for routine cleaning and/or maintenance;
- Planning, executing and solving small to intermediate drainage and stormwater problems with little or no outside assistance;
- Responsible for getting stormwater assets mapped in GIS. Follow established protocol for mapping new and existing assets;
- Manages the mapping of assets using GPS technologies;
- Formulates and implements methods, policies, procedures, budgets, annual reports. Makes capital improvement project recommendations to Superintendent annually;
- Manages daily work schedules to all personnel involved in this activity;
- Keeps abreast with relative technological advances;
- Prepares operating reports, departmental budgets, service requests, work orders, accident/incident reports, etc;
- Participates in short and long range City Utilities planning for stormwater collection extensions, improvement or repair and cost management;
- Attends various meeting, e.g., public, Common Council, State/Federal agency, City Administration and departmental, as needed;

- Assists in developing departmental policies;
- 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;
- Calls in utility locates as needed and generates right of way cut permits;
- Ensures proper care and maintenance of department equipment, tools and work areas;
- Manages on location the progress of crews and gives instructions as necessary;
- Assists in handling citizen complaints;
- Coordinates the work of various crews with other City and City Utility departments including Engineering, Public Works, independent contractors, etc.;
- Manages staff to ensure duties are performed in accordance with City Utility safety rules and operating regulations and procedures;
- Oversees and recommends proper training of staff in necessary skills, safety policies, and departmental guidelines;
- Responsible for administration of City, Division and departmental safety policies;
- Works under adverse weather conditions including extreme temperatures, humidity, precipitation and dust;
- Reports irregularities and abnormal conditions to the Superintendent;
- Effective communication skills both orally and in writing;
- Assists employees of any classification.

### **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 union employees in accordance with the applicable union contract and 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 applicable union contract; 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.A.) in management, construction technology or equivalent from a four-year college or technical school; or eight-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**

- Knowledge of Microsoft Office software including Word and Excel;
- Ability to learn new systems and software;
- Knowledge of Hansen technology;
- Experience in creating reports and spreadsheets;

- Specialized knowledge of collection system principles and practices, applying advanced theories methodology and new developments;
- Knowledge of GPS technology;
- If deemed necessary, must have the ability to qualify medically and physically to wear respiratory protection equipment;
- Ability to send and receive e-mails, documents and digital photos as needed;
- Ability to maintain effective work relationships with supervisor(s), peers, subordinates, utility staff and the general public;
- Ability to supervise and coordinate the activities of multiple groups;
- Ability to pass post-offer physical.

### **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 the water collection system procedures. Incumbent may communicate with representatives of City Council or the Board of Works.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

### **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;
- Must take a ten (10) hour OSHA training course in General Industry (1910) and Construction (1926) within 1-year of obtaining position;
- Full training of OSHA guidelines and City policies as it pertains to confined space entry must be obtained within three (3) months of hire;
- Must obtain certification in adult CPR/First Aid within one (1) year of holding 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 frequently is required to stand, walk and sit. The employee is occasionally required to hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to

50 lbs. 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 occasionally exposed to moving mechanical parts, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually low to moderate. Employee can be exposed to wastewater, septage and associated pathogens.

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. 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.