

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Assistant City Engineer</b>	Department:	City Engineering
Requisition Number:	2024213		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$105,000.00 Annually
Date Posted Up:	7/2/2024	Date Posted Down:	Until Filled
Time Up:	3:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of the City Engineer, incumbent performs professional engineering work in traffic/transportation engineering. The incumbent plans, organizes, and coordinates activities/projects which may involve more than one Engineering Division Section, including transportation/traffic, construction administration and inspection, capital improvement project design, permitting and current development engineering; formulates policy and develops goals and objectives.

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

- Works with departments under the Division of Public Works to operate within established statutes, policies and regulations;
- Acts in lieu of the City Engineer in his/her absence;
- Serves as proxy for the City Engineer or PW Director, as needed, on Plan Commission, Urban Transportation Advisory Board;
- Assists with the work, policy and goal coordination of various departments under the Division of Public Works;
- Attends various meetings, including public, Board of Public Works, Common Council, State and Federal agencies, City Administration, press conferences, neighborhood and other public meetings;
- Coordinates Public Works projects with various City Departments including City Utilities, Parks Department, Community Development/Redevelopment;
- Assists with short and long range Public Works planning for all public works infrastructure, improvement or repair and cost management;
- Assists with policies, planning guidelines, permitting requirements, grant applications and budgets for engineering departments and projects;
- Advises the City Engineer, Director of the Division of Public Works, Mayor and other City Administrative officials relative to engineering, construction and environmental issues;
- Certifies assigned plans and assessments;
- Assists with news media queries and complex citizen complaints, interpreting laws and policies and explaining procedures;
- Ensures effective safety procedures are researched, implemented and monitored, especially in the form of on-going safety programs;
- Assists with or performs report preparation;
- Communicates effectively both orally and in writing.

**MARGINAL FUNCTIONS**

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Direct supervision of staff is not required. Indirect supervision is implied. Department staff are expected to comply with directions, recommendations, changes, and plan modifications that relate to the engineering functions of this position, as determined by the person holding this position.

## **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**

- Mastery of the field of municipal engineering including ability to originate unique hypotheses and expand accepted principles beyond their previously acknowledged limits;
- Any combination of experience/education equivalent to 8-10 years progressively responsible experience in engineering and engineering administration, and an engineering Baccalaureate;
- Broad oral and written communication skills conducive to directing, managing, reporting on and negotiating for a multi-department, multi-discipline operation;
- Broad analytical skills contributive to managing quality control of project and department planning, coordination, design, finance, organization, construction, maintenance, operations and personnel;

## **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. The incumbent is in training for ultimately managing multiple Public Works departments and operations. Is responsible for the review and certification of assigned City engineering plans and assessments.

## **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 apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables. The incumbent is responsible for devising creative, productive and expedient methods to devise and manage public works objectives and operations. Foresighted policy necessitates impact studies relative to other City programs and future developments.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Indiana Professional Engineer's License or ability to obtain within 1 year;
- Indiana Driver's License.

## **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 talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to 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, 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 frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The

noise level in the work environment is usually moderate. Working conditions can involve high pressure situations and frequent changes of environment ranging from a busy office atmosphere to site visitation and off-site department visitation. 24 hours on call management situations arise during natural disasters or infrastructure malfunction.

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.