

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Assistant Program Manager-Project Services Coordinator	Department:	City Utilities Engineering
Requisition Number:	2024295		
Hours:	Up to 29 hours per week	Rate of Pay:	\$25.84 - \$32.00 per hour
Date Posted Up:	12/11/2024	Date Posted Down:	Until filled
Time Up:	9:00 a.m.	Time Down:	

SUMMARY

Working under the direction of City Utilities’ Program Manager – Capital Project Services, incumbent assists CU Engineering and capital program by providing support for land acquisition, project financing, program administration, and other operations needed for the performance of capital projects and other needs of the Utility. 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 following. Other duties may be assigned.

Real Estate Acquisition & Disposition

- Coordinates with Utility Engineering staff to determine needs for easements, real estate purchases, contracts with property owners, and acquisition of other interests for Utility projects and programs;
- Prepares property and contract documents using standardized forms and prepares for management and/or legal review any changes or modifications to standard documents;
- Researches and investigates real estate interests, property owners, and related matters;
- Carries out communication with property owners and other community stakeholders;
- Assists in negotiation and acquisition of easements, contracts, and other interests;
- Assists in the selection, preparation, and administration of contracts with outside firms for property appraisals, title research, and related services;
- Attends and participates meetings with property owners to discuss property issues, and facilitates the attendance of appropriate project managers/designers to answer questions;
- Serves as confidential aide to Program Manager – Capital Project Services;
- Performs duties of Program Manager – Capital Project Services, in his/her absence;

Project & Program Administration

- Assists in developing policies and procedures regarding replacements of lead water service lines on private property;
- Conducts public outreach and communications to educate community members about the Utility’s lead service replacement program and private owner responsibility;
- Works with engineering staff to plan and carry out communications with each individual customer whose private property is targeted for lead service replacement;
- Provides specialized customer support to field individual customer inquiries and complaints regarding lead service replacement;
- Keeps organized internal records, and publicly records real estate instruments related to lead service work;

- Works with engineering staff and construction contract managers to troubleshoot customer issues and track progress of ongoing lead service replacement work;
- Coordinates with financial services staff to timely and accurately bill customers for completed work;
- Resolves customer issues surrounding lead service contracts, including transfers of real estate interests and billing;

Administrative Functions

- Assists in maintaining Utility standards, specifications, and standard operating procedures;
- Assists, coordinates, and/or performs process documentation and process improvements;
- Assists Utility staff in coordinating communications efforts with community stakeholders;
- Provides backup and support for CUE Administrative Assistants;
- Trains new Capital Project Services staff on land acquisition and related processes;
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Incumbent 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

- Bachelor's degree in public or business administration, organizational leadership, economics, urban planning, or approved equivalent degree from an accredited four-year college or university. Two (2) years of experience in a public agency, utility, and/or work facing the general public; or equivalent combination of education, training, and/or experience;
- Experience working in local government preferred;
- Proficiency in the use and customization of word processing, spreadsheet, and related office software packages, particularly Microsoft Office products.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Standard knowledge of the principles, objectives, and practices of local government administration and utility management;
- Thorough understanding of intergovernmental and intragovernmental roles and responsibilities;
- Ability to perform duties with limited supervision;
- Principles and applications of critical thinking and analysis;
- Principles of business correspondence and report writing;
- Exceptional usage of the English language, including spelling, grammar, and punctuation;
- Ability to establish and maintain effective working relationships with staff members, other departments in the City, other government agencies, and the general public;
- Ability to write and speak clearly and concisely to produce reports, and proposals;
- Demonstrated proficiency with Microsoft Office, particularly Word, and Excel.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Ability to maintain effective work relationships with developers, attorneys, engineers, contractors and utility customers. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define unprecedented problems, collect data, establish facts, and draw valid conclusions by extending accepted methods or developing new ones. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to develop program work plans designed to improve or expand current service levels. Ability to manage documents, forms and computer records in order to standardize and minimize risk due to errors or omissions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Maintains a valid Indiana Driver's License, if a City vehicle is to be used;
- Possesses or has the ability to obtain a Notary Public 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 regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. 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. 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.