

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Designer I / II</b>	Department:	City Utilities Engineering
Requisition Number:	2023269		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	<b>Designer I:</b> \$56,900.00- \$68,300.00 Annually <b>Designer II:</b> \$62,600.00- \$75,100.00 Annually
Date Posted Up:	10/9/2023	Date Posted Down:	Until filled
Time Up:	10:00 a.m.	Time Down:	

**DESIGNER I**

**SUMMARY**

Working under the direction of the City Utilities Engineering Management, incumbent provides analysis, planning, design and construction engineering services per the policies and standards of Fort Wayne Utility Engineering. 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.

**OPERATIONS**

- Performs set-up of the project, including set up of project filing systems and obtaining necessary project information to enter into PMIS (Project Management Information System);
- Collects and/or assembles the project existing and historical information, field information and design data, verify as necessary and submit to appropriate project manager or Engineering manager for review and approval;
- Analyzes, prepares reports and recommends improvements in the operation and condition of City Utility systems for localized or less complex issues and forward to management for review and approval;
- Directs or performs construction plan drafting by AutoCAD, Civil 3D or other design software;
- Drafts and seeks approval for improvement resolutions;
- Assists with and/or performs planning, design and construction engineering services and/or project management for CU Engineering projects under the direct supervision and review of a project manager and CU Engineering management;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and/or monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities.
- Checks construction work and activities for conformance with project plans and specifications;
- Reports daily project conditions and activities and provide or obtain contractor forecasts on future project activities;
- Assists and/or performs post-bid activities;
- Assists with preliminary construction matters: Coordinate with contractor on any irregularities with the construction contract, develop project understanding by reviewing plans and specifications, recording conditions before construction, developing a list of potential problems and checking staking for

reasonableness; Review and accept project schedule; Coordinate submittal and review process of shop drawings; Coordinate payment schedules; Request inspection services;

- Assists with construction changes in work & claims;
- Ensures SWPPP activities are completed on project;
- Assists with coordination with other City Utilities and City staff to resolve project issues and concerns;
- Performs the role of the project “Engineer” during construction (as defined by the Contract Documents) on City Utilities capital projects;
- Performs Resident Project Representative (RPR) / inspection services on City Utilities projects when required and/or as directed by Management.
- Implements easement acquisition plans and oversee process including request and/or development and review of plats, coordinating with Capital Project Services to secure easements; attend public hearings; compile information requested by Capital Project Services and monitor progress until easements obtained and recorded;
- Obtains and/or oversees permits including assembling required information; assists with the drafting of permit application and gets approval from management; prepares and processes permit checks; submits permit application to appropriate agency and monitor progress until secured;
- Directs pre-bid activities by assembling documents and submitting for approval. Upon approval process and check bid advertisement. Finally, organize and direct the pre-bid meeting;
- Coordinates with other City Utilities and City staff to resolve project issues and concerns;
- Archives project drawings and files.

### **SPECIALIZED SKILLS**

- Functions effectively as a member of an interdisciplinary team;
- Utilizes computer based drafting and hydraulic modeling programs;
- Working knowledge and general comprehension of hydraulics, hydrology, problem solving, design and project management;
- Performs job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that has been obtained per job description requirements and/or CU Engineering Skill Based Compensation Policy.
- Ability to utilize computer-based design and hydraulic modeling programs for basic projects;
- General understanding of gravity hydraulics and hydrology;
- General knowledge of Recommended Standards for Wastewater Facilities (10 State Standards);
- General understanding of the principles of sustainability;
- Strong analysis & technical problem solving skills.

### **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**

This position has no direct supervisory responsibilities but has the responsibility for training and assisting in giving workload assignments and oversight to interns in the program.

### **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 Civil Engineering, Mechanical Engineering, Electrical Engineering or completion of equivalent Engineering course of study. Degree must be obtained from ABET accredited engineering program with proven ability to meet State of Indiana standards for Engineer Intern (EI) upon passing of Fundamentals of Engineering (FE) exam. Six (6) months practical experience with word processing and spreadsheet software.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as surveys, design data, and procedure manuals. Ability to write reports, correspondence and summaries. Ability to speak effectively one-on-one or before small groups of co-workers and general public.

## **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 solve practical problems and deal with a variety of different and unrelated variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to independently plan and keep supervisor advised of potentially complex or controversial situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid 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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must 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.

While performing the duties of this job, the employee is occasionally exposed to moving vehicles, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

## **DESIGNER II**

### **SUMMARY**

Working under the direction of the City Utilities Engineering Management, incumbent provides analysis, planning, design and construction engineering services per the policies and standards of Fort Wayne Utility Engineering. 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.

## **OPERATIONS**

- Perform all duties of Designer I and perform training to Designer I's and other career path staff
- Collects and/or reviews project existing and historical information collected by Designer I, field information and design data, verify as necessary and submit to appropriate project manager or Engineering manager for review and approval;
- Analyzes, prepares reports and recommends improvements in the operation and condition of City Utility systems for localized or less complex issues and forward to management for review and approval;
- Directs or performs construction plan drafting by AutoCAD, Civil 3D or other design software;
- Drafts and seeks approval for improvement resolutions;
- Assists with and/or performs planning, design and construction engineering services and/or project management for CU Engineering projects under the direct supervision and review of a project manager and CU Engineering management;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and/or monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities.
- Recommend and develop specifications, standards and special designs.
- Develop facility plans for special circumstances, large or more complex problems. Plan will include recommendations with associated costs and proposed schedule.
- Checks construction work and activities for conformance with project plans and specifications;
- Reports daily project conditions and activities and provide or obtain contractor forecasts on future project activities;
- Conducts research for, and development of, cost benefit analysis for various maintenance, rehabilitation and/or replacement options for specific utility facilities or groups of facilities;
- Assists and/or performs post-bid activities;
- Assists with preliminary construction matters: Coordinate with contractor on any irregularities with the construction contract, develop project understanding by reviewing plans and specifications, recording conditions before construction, developing a list of potential problems and checking staking for reasonableness; Review and accept project schedule; Coordinate submittal and review process of shop drawings; Coordinate payment schedules; Request inspection services;
- Assists with construction changes in work & claims;
- Ensures SWPPP activities are completed on project;
- Assists with coordination with other City Utilities and City staff to resolve project issues and concerns;
- Performs the role of the project "Engineer" during construction (as defined by the Contract Documents) on City Utilities capital projects;
- Performs Resident Project Representative (RPR) / inspection services on City Utilities projects when required and/or as directed by Management.
- Implements easement acquisition plans and oversee process including request and/or development and review of plats, coordinating with Capital Project Services to secure easements; attend public hearings; compile information requested by Capital Project Services and monitor progress until easements obtained and recorded;
- Obtains and/or oversees permits including assembling required information; assists with the drafting of permit application and gets approval from management; prepares and processes permit checks; submits permit application to appropriate agency and monitor progress until secured;
- Directs pre-bid activities by assembling documents and submitting for approval. Upon approval process and check bid advertisement. Finally, organize and direct the pre-bid meeting;
- Coordinates with other City Utilities and City staff to resolve project issues and concerns;

- Archives project drawings and files.

### **SPECIALIZED SKILLS**

- Functions effectively as a member of an interdisciplinary team;
- Utilizes computer based drafting and hydraulic modeling programs;
- Working knowledge and general comprehension of hydraulics, hydrology, problem solving, design and project management;
- Performs job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that has been obtained per job description requirements and/or CU Engineering Skill Based Compensation Policy.
- Ability to utilize computer-based design and hydraulic modeling programs for general projects;
- Working understanding of gravity hydraulics and hydrology;
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### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret scientific and technical documents, financial data, and legal requirements. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, bids, and plans that conform to prescribed style and format. Ability to effectively present information to management, public groups, and/or executive boards of directors.

### **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 solve practical problems and deal with a variety of different and unrelated variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to independently plan and keep supervisor advised of potentially complex or controversial situations.

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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.