

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Engineer II – Water & Facilities Engineering	Department:	City Utilities Engineering
Requisition Number:	2024201		
Hours:	8:00 a.m. – 5:00 p.m.	Rate of Pay:	\$86,500.00 - \$105,000.00 Annually
Date Posted Up:	6/13/2024	Date Posted Down:	Until Filled
Time Up:	2:00 p.m.	Time Down:	

SUMMARY

Working under the direction of City Utilities Engineering Management and serving in the Water Engineering and Utility Facility Engineering area, incumbent is responsible for planning, design and construction of water distribution and utility facility programs and helps plan and coordinate the programs, policies, and standards of the Water and Facility programs.

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.

PLANNING/IMPLEMENTATION

- Develops plan to provide adequate human and financial resources to meet current and future water and facility program needs;
- Establishes, implements and monitors water program policies, procedures and services level standards under the direction of Engineers III-IV or Engineering Manager;
- Manages, supervises, assigns, and monitors progress and ensures the quality of work performed by program staff and consultants and contractors;
- Performs water program staffing functions related to the hiring, training, discipline, motivation and performance evaluation of personnel;
- Assist with conducting and managing water and facility master planning and asset management programs and projects;

OPERATIONS

- Prepares draft water and facility program O&M and Capital budgets and expenditures;
- Assists with updating and calibration and utilization of hydraulic and water quality models;
- Manage or perform the engineering of capital improvement projects, including conceptual planning and design through detailed final design, preparation of contract and bid documents, regulatory permitting and all construction engineering services.
- Manages or performs engineering services for water and facilities system capacity improvement projects;
- Manages and oversees electrical, mechanical and instrumentations and control engineering services necessary for completion of capital projects and programs
- Manages or performs engineering services in support of sustainable/LID practices, including post-construction monitoring;
- Manages and/or assists with surveying for capital improvement projects;

- Manages and/or assists with property acquisition for capital improvement projects;
- Coordination of the planning, design and construction of projects with Utility maintenance and operations departments, City & County stakeholders, area property owners, private utilities, public stakeholders, and associated project consultants.
- Keeps current with changes in the regulatory climate and monitors proposed changes that may affect the Water or Wastewater Utility;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;
- Utilizes AutoCad, Civil 3D, GIS and hydraulic modeling software to complete project assignments
- Prepares or manages development of engineering reports, hydraulic modeling assessments and work plans;
- Oversees and coordinates the investigation and development of reports for water complaints forwarded to Engineering from Water Maintenance or other stakeholders;
- Assist or oversee construction engineering during project construction and assist in developing solutions to complications identified during construction;
- Manage, prepare and monitor on-call construction professional service agreements and allocate on-call work assignments in accordance with departmental policies;
- Perform work of subordinates as necessary to achieve program goals.

INFORMATION/COMMUNICATION

- Advise other departments or agencies on drinking water related issues;
- Responds to requests for information, analysis and consultation on engineering developments and projects;
- Represents the water and facility programs at Board Meetings, public hearings, City Council meetings, neighborhood meetings, professional association meetings and other forums;

SPECIALIZED SKILLS

- Functions effectively as a member of an interdisciplinary team and assists with leadership of engineering teams;
- Working understanding and comprehension of project management principles;
- Perform 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
- Working knowledge of EJCDC construction contracts and construction management documents
- Working understanding of trenchless technologies
- Ability to utilize computer based design and hydraulic modeling programs;
- Working understanding of hydraulics and hydrology;
- Working knowledge of Recommended Standards for Water Facilities (10 State Standards);
- Working knowledge of Drinking Water Act and Indiana Drinking Water regulations
- General understanding of the principles of sustainability;
- Working knowledge of Mechanical Engineering principles
- General understanding of Electrical and Instrumentation and Control engineering principles
- Strong analysis & technical problem solving skills.

MARIGINAL DUTIES

Performs other duties as assigned.

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 direction, coordination, supervision and evaluation of employees in the Water and Facility Engineering Programs. A moderate degree of decision making will be required. Ability to build trust with co-workers and create a work environment that is collaborative in nature. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

MINIMUM REQUIREMENTS

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 an approved program of Civil Engineering, Environmental Engineering, Construction Engineering, Mechanical Engineering or approved equivalent degree from an accredited four-year college or university. Ten (10) years of experience in a public agency/utility, consulting engineering or related field with emphasis on engineering of water system capital improvement projects. Ability to pass water distribution system operator exam within eighteen (18) months of employment. Experience with sustainable/LID design and the use of hydraulic and water quality modeling also desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Ability to communicate effectively in order to manage staff and represent the water program at various meetings. Ability to maintain effective work relationships with developers, attorneys, engineers, contractors and utility customers.

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

- Maintains a valid Indiana Driver's License, if a City vehicle is used;
- Indiana Professional Engineering 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 regularly 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; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 frequently exposed to moving vehicles and outside weather conditions. The employee is occasionally exposed to moving mechanical parts, wet or humid conditions (non-weather), fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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.

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.