

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Engineering Associate- Administration &amp; Support Technical Assistant</b>	Department:	City Utilities Engineering
Requisition Number:	2022290		
Hours:	Varies – Part Time	Rate of Pay:	\$20.00 - \$24.00 per hour
Date Posted Up:	10/24/2022	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Engineering Administration and Support Program Manager, incumbent assists staff with ongoing program initiatives and other various tasks which support Administration, Engineering, Energy and Sustainability; utilizes various tools and software such as, but not limited to, Project Management Information System (PMIS), Geospatial Information System (GIS), Building Information Model (BIM), Programming software, and established engineering workflows, to support program needs. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. At times, incumbent is expected to maintain absolute confidentiality of work-related matters. 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.

- Assist with Engineering Administration and Support Group work duties and initiatives
- Assist with software or system development and programming work duties
- Assist with Project Management Information System (PMIS) work duties
- Assist with Geographical Information System (GIS) work duties
- Assist with training interns and directing intern workload
- Assist with other duties as assigned.

**ENGINEERING ADMINISTRATION AND SUPPORT SERVICES**

- Assist staff and Program Manager with various tasks to support program initiatives and studies.
- Assist with research, support, and administrative tasks for various systems
- Assist with hardware and software tasks such as inventory, tracking and assignment
- Assists with research and integration between GIS, CAD, PMIS and other software systems
- Assist with maintaining, updating, and creating procedures, standards and templates as requested.

**PROGRAMMING AND DEVELOPMENT SERVICES**

- Assist with development of analytical, interactive, and reporting items using tools such as Power Bi, ESRI GIS software or other software and platforms.
- Assists with researching, recommending, and creating automation and scripts utilizing programming languages such as Python, Java, JavaScript and Visual Basic

**PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) SERVICES**

- Assist with minor programming and development revisions within PMIS such as workflows, buttons, attributes, and label changes.

- Assist with, revise, or create simple workflows.
- Assist with user creation and security role assignments.
- Assist with reports.
- Assist with user feedback and Improvements
- Assist with design or revisions to modules
- Assist with user testing, improvements, and collaboration

### **GEOGRAPHICAL INFORMATION SYSTEM (GIS) SERVICES**

- Assist with utilizing established procedures, data, and GIS software, such as ESRI ArcGIS, Microsoft Office products and software to create, modify and update GIS records, features, services, databases, maps, apps, dashboards, and diagrams.
- Assist with preparing, publishing and plotting documents, maps, services, and files using GIS software such as ESRI products and GIS databases.
- Assist with analyzing and assessing GIS data (assets, features, attributes, etc.) and performing QA/QC for accuracy and completeness
- Assist with review of internal and external electronic deliverables as requested.
- Assist with departmental GPS workflows and equipment to make field measurements, collect data, and check elevations.
- Assist with finding and mapping unmapped Utility assets in the service area.
- Assist with utilizing established procedures to collect, obtain, use, and report data from documents such as forms, maps and plans from a variety of sources including engineering departments, field visits, electronic data submittals and permitting entities.

### **SPECIALIZED SKILLS**

- Function effectively as a member of an interdisciplinary team
- Ability to operate a city vehicle.
- Effectively obtain, demonstrate and utilize leading technology, skills and computer literacy
- Perform job duties as directed and necessary to fully utilize and maintain certifications, licenses, training, etc. that has been obtained per job description requirements and/or City Utilities' Engineering skill-based compensation policy.

### **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 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**

Associates (A.A.S.) or higher degree in Geographical Information Systems, Geospatial Sciences, Computer Science, Urban Planning or an equivalent course of study from a two-year college or technical school. A degree is preferred, but certification and work experience will be considered. Three (3) months practical experience with word processing and spreadsheet software. Six (6) months practical experience

in municipal work using Geographical Information Systems (GIS), Computer Science. Experience with ArcGIS software is preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as maps, ordinances, rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to general public or co-workers, one-on-one or in small groups.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with conventional problems involving several different or unrelated variables. Ability to observe and identify detailed variables in situations where only limited standardization exists. Support from supervisors will be available in unusual situations which do not have clear precedents.

### **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 will be required to sit and use hands to finger, handle, or feel. The employee will be required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; 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, ability to adjust focus, and color vision.

### **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 regularly exposed to moving vehicles, fumes, or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

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.