

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Engineering Tech- Junior (Inspection)</b>	Department:	Transportation Engineering
Requisition Number:	2024246		
Hours:	7:00 am to 3:30 pm, may vary	Rate of Pay:	\$26.01 to \$29.62/hour
Date Posted Up:	8/30/2024	Date Posted Down:	Until Filled
Time Up:	12:00pm	Time Down:	

**SUMMARY**

Working under the direction of Senior Engineering Technician and Manager TES Lab, the Engineering Technician - Junior performs inspection, testing and related duties associated with the City of Fort Wayne Capital Improvement projects. The Engineering Technician Junior is an entry level position that can lead to promotion to Engineering Technician and then Engineering Technician Senior after successful completion of training and the internal promotional process. 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 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/JUDGEMENT**

- Performs moderately complex and relatively standardized inspection, testing, and related work/operations for various construction engineering projects and capital improvement projects;
- Performs inspections and field tests using specialized equipment to ensure compliance with project specifications and standards;
- Ensures inspection deadlines and standards are met;
- Maintains complete, current, and accurate records and files;
- Maintains and updates the pavement condition assets and corresponding records through the Pavement Management System Database;
- Helps prepare detail construction drawings including, but not limited to, plan and profile, cross sections, details, and graphics using specialized engineering software and hardware systems, as requested;
- Assists, using AUTOCAD, with various drafting or graphics for construction and non-construction related projects, as requested;

**INFORMATION/COMMUNICATION**

- Attends project related meetings (i.e., pre-bid, pre-construction, team meetings);
- Secures and interprets relevant data required for duties and projects;
- Ability to interact with the public, city incumbents, and outside agencies with patience, tact, respect, and professionalism;

**DEPARTMENT SUPPORT**

- Takes photos as needed;
- Reproduces, copies, scans, files, and archives assorted drawings, details, and maps, primarily for projects developed by Transportation Engineering project development teams;

- Assists survey staff in determining exact locations for points, elevations, lines, angles, areas and contours, as requested;
- Assists with researching and updating property ownership information, as requested.

### **MARGINAL FUNCTIONS**

Performs other duties as required.

### **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 job has no supervisory responsibilities.

### **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 effectively present information to top management, public groups, and/or boards of directors.

### **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**

A.A.S. in Civil Engineering, Civil Engineering Technology or Construction Engineering Technology or completion of an equivalent course of study, or four (4) years of progressively responsible public works related engineering design, drafting, inspection, or survey work.

### **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 common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana driver's license if City vehicle used. Ability to obtain certificate of completion for radiation safety and use of nuclear gauge, Haz-mat training for transportation of nuclear gauges within 6 month of promotion or hire. Maintains ACI certification; Concrete Field Testing Technician – Grade 1

### **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 frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to sit, climb or balance. The employee must occasionally lift and/or move up to 90 pounds. Employee will be required to lift concrete beams and cylinders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**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 regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fresh concrete, hot mixed asphalt concrete and risk of radiation. The noise level in the work environment is usually loud.

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.

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Engineering Tech- Junior (Inspection)</b>	Department:	Transportation Engineering
Requisition Number:	2024246		
Hours:	7:00 am to 3:30 pm, may vary	Rate of Pay:	\$26.01 to \$29.62/hour
Date Posted Up:	8/30/2024	Date Posted Down:	Until Filled
Time Up:	12:00pm	Time Down:	

**SUMMARY**

Working under the direction of Senior Engineering Technician and Manager TES Lab, the Engineering Technician - Junior performs inspection, testing and related duties associated with the City of Fort Wayne Capital Improvement projects. The Engineering Technician Junior is an entry level position that can lead to promotion to Engineering Technician and then Engineering Technician Senior after successful completion of training and the internal promotional process. 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 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/JUDGEMENT**

- Performs moderately complex and relatively standardized inspection, testing, and related work/operations for various construction engineering projects and capital improvement projects;
- Performs inspections and field tests using specialized equipment to ensure compliance with project specifications and standards;
- Ensures inspection deadlines and standards are met;
- Maintains complete, current, and accurate records and files;
- Maintains and updates the pavement condition assets and corresponding records through the Pavement Management System Database;
- Helps prepare detail construction drawings including, but not limited to, plan and profile, cross sections, details, and graphics using specialized engineering software and hardware systems, as requested;
- Assists, using AUTOCAD, with various drafting or graphics for construction and non-construction related projects, as requested;

**INFORMATION/COMMUNICATION**

- Attends project related meetings (i.e., pre-bid, pre-construction, team meetings);
- Secures and interprets relevant data required for duties and projects;
- Ability to interact with the public, city incumbents, and outside agencies with patience, tact, respect, and professionalism;

**DEPARTMENT SUPPORT**

- Takes photos as needed;
- Reproduces, copies, scans, files, and archives assorted drawings, details, and maps, primarily for projects developed by Transportation Engineering project development teams;

- Assists survey staff in determining exact locations for points, elevations, lines, angles, areas and contours, as requested;
- Assists with researching and updating property ownership information, as requested.

### **MARGINAL FUNCTIONS**

Performs other duties as required.

### **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 job has no supervisory responsibilities.

### **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 effectively present information to top management, public groups, and/or boards of directors.

### **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**

A.A.S. in Civil Engineering, Civil Engineering Technology or Construction Engineering Technology or completion of an equivalent course of study, or four (4) years of progressively responsible public works related engineering design, drafting, inspection, or survey work.

### **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 common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana driver's license if City vehicle used. Ability to obtain certificate of completion for radiation safety and use of nuclear gauge, Haz-mat training for transportation of nuclear gauges within 6 month of promotion or hire. Maintains ACI certification; Concrete Field Testing Technician – Grade 1

### **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 frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to sit, climb or balance. The employee must occasionally lift and/or move up to 90 pounds. Employee will be required to lift concrete beams and cylinders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**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 regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fresh concrete, hot mixed asphalt concrete and risk of radiation. The noise level in the work environment is usually loud.

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.