

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Intern – Development Services</b>	Department:	Development Services
Requisition Number:	2022252		
Hours:	7:30 a.m. – 4:30 p.m., (may vary)	Rate of Pay:	\$12.00 - \$13.00 per hour
Date Posted Up:	9/1/2022	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

The Intern works under the direction of the Department Manager (and under Department staff for specific projects as assigned) of the Development Services Department within Fort Wayne City Utilities. The Intern will assist with administrative support for departmental projects and activities including but not limited to day-to-day activities, answer and direct telephone calls, greet and direct visitors to appropriate department staff members, enter data into various systems, perform filing, and other project assistance as needed. The Intern 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties may be assigned as reasonably expected:

- Assists with typing, copying, scanning, data entry, filing, and inventory;
- Assists with reorganizing project filing system and filing;
- Assists with general research, data tracking systems, filing systems and other miscellaneous projects/assignments as needed and as approved by DVS Management;
- Assists with daily administrative/office operations as needed;
- Assists with department tasks associated with project file purging, retention and retrieval document efforts;
- Assists with scanning of hard copy documents into electronic format;
- Assists with scanning and uploading final-approved project documents, data entry and indexing into Accela and Application Xtender systems;
- Assists with scanning and back loading final-approved project documents, data entry and indexing into Accela and Application Xtender database systems;
- Assists with purging paper routing project files, contract project files including but not limited to preparing; organizing, updating and inventory of project files for off-site storage;
- Assists with providing support assistance to departmental personnel as approved by the DVS Department Manager;
- Ability to shift focus between multiple projects or tasks as priorities are identified, or while waiting for actions from others.

**SUPERVISORY RESPONSIBILITIES**

The Intern has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, the Intern must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Possess a high school diploma or GED, and one year of related work experience or training, or equivalent combination of education and experience;
- Currently enrolled in a degree-seeking program – preferably in civil engineering, civil engineering technology, construction technology, public administration, business administration, or urban planning, or similar program approved by the Department Manager;
- Must be able to communicate in person, on the phone, and in written communications, using proper business English, punctuation, spelling, and grammar;
- Must be computer literate, effectively utilizing standard and specialized office software and systems in the performance of assigned duties.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **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.

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

Maintains a valid Indiana Driver's License, if a City vehicle is used.

### **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 Intern is regularly required to talk and hear. The Intern frequently is required to stand, sit, use hands to finger, handle, or feel, and reach with hands and arms. The Intern is occasionally required to walk and stoop, kneel, crouch, or crawl. The Intern must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, , peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those the Intern 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 Intern 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](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.