

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Intern-Project Administration</b>	Department:	Parks & Recreation
Requisition Number:	2022242		
Hours:	Under 20 hour per week	Rate of Pay:	\$15.0800 per hour
Date Posted Up:	8/15/2022	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Supervisor of Project Administration, incumbent provides learning experience for current Architectural/Engineering students while providing all Divisions within Parks Department technical services such as: Computer-Aided-Drafting, Surveying, File Management, Mapping, Rough Cost Estimating, and Utility location. This is a part-time position requiring a maximum of twenty (20) hours per week. 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.

- Prepares detailed drawings for Park Construction Projects;
- Assists in the acquisition of field-data;
- Completes and maintains survey field notes;
- Performs ADA Inspections and reports of Parks buildings, grounds, and facilities;
- Completes sketches from field notes;
- Maintains filing system for maps, drawings, specs, etc.;
- Prepares rough cost estimates;
- Draws and maintains detailed site plans for all Parks;
- Assists Drafting/Engineering Technicians;
- Assists in utility locating.

**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.

**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**

- Full or part time Engineering/Architectural or related field student with sophomore requirements in the major course of study completed; or equivalent combination of education, training and/or experience;
- Major should be in Construction, Architectural, Civil Engineering Technology, or Landscape Architecture.

### **OTHER SKILLS AND ABILITIES**

- Knowledge of the use and operation of field measuring devices, including the transit, builders level;
- A moderate amount of experience is required;
- Knowledge and skill in drafting practices and use of Autocad drafting software. Knowledge of AutoCad Revit® is preferred.
- Knowledge and skill in Microsoft programs including Word, Excel, Outlook, and PowerPoint;
- Knowledge and ability to perform mathematical calculations;
- Ability to assist with the establishment of lines and grades for the installation of Parks Utilities, athletic fields, and/or for new construction projects;
- Ability to maintain proper records and files;
- Ability to establish and maintain effective working relationships with associates and to express ideas effectively, both orally and in writing;
- Ability to perform moderately complex, relatively standardized tasks, processes or operations;
- Ability to apply theories, principles, precedents or generalized theories relevant to the assigned tasks.

### **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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra/trigonometry and geometry.

### **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. Openness and willingness to learn new subjects.

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

Must have a valid Indiana Driver's License if 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 employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires some contact with changing conditions. Some lifting, moderate labor and extreme outdoor weather conditions may occur while working. 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.