

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Intern – City Engineering	Department:	Transportation Engineering
Requisition Number:	2023115		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$16.00 - \$18.00 per hour
Date Posted Up:	02/01/2023	Date Posted Down:	Until filled
Time Up:	9:30 a.m.	Time Down:	

SUMMARY

Working under the direction of the City Engineer, the incumbent assists with engineering design, drafting and surveying for the Transportation /Traffic Engineering Services departments functions for the City of Fort Wayne. 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.

- Assists in daily operations of the City's Transportation Engineering Departments;
- Determines transportation needs and assists in planning, design, implementation and maintenance of transportation systems;
- Assist in evaluating engineering analyses of transportation activities such as existing and project conditions, accidents, complaints, conflicts and remedial possibilities;
- Performs, evaluates and recommends engineering analyses of traffic activities including traffic flow conditions, accidents, problems and remedial possibilities;
- Ensures adequate safety procedures are maintained;
- Assists in managing various civil engineering activities related to the planning, designing, construction, reconstruction, utility coordination, inspection and maintenance of various Transportation Engineering projects;
- Assists in managing various traffic calming devices for neighborhood associations, problems or issues;
- Determines project features, e.g., application and maintenance of traffic signal installations, traffic signs and pavement markings, bid specifications, itemized cost estimates, traffic data, impacts, state and federal law compliance, documentation, etc.;
- Assists in developing engineering specifications and departmental standards;
- Helps in the development of project plans;
- Assists with surveying needs;
- Performs quantity take-offs.

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

- 2nd, 3rd or 4th year college student enrolled in Civil Engineering or related Engineering;
- Any combination of education/experience equivalent to a Baccalaureate in Civil Engineering or related Engineering, or an Associate Degree in such fields and two (2) years experience in such work;
- Specialized knowledge of engineering principles, procedures, methods and materials relative to traffic engineering;
- Communication skills conducive to maintaining effective working relationships with both public and private sector personnel.

LANGUAGE SKILLS

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Contacts with coworkers, other department personnel, government officials, developers, contractors and the general public occur throughout the work to receive/provide information, assist in maintaining project cohesiveness while handling inquiries and complaints.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

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. The incumbent is responsible for managing several interrelated services within the departments and administration which includes coordinating work, managing projects, providing data/reports, and maintaining positive public relations.

CERTIFICATES, LICENSES, REGISTRATIONS

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 work can involve high stress situations and frequent changes of environment ranging from an office atmosphere to site visitation. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The incumbent is frequently required to lift and/or move up to 50 pounds.

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 frequently exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate but can be loud depending on location.

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.