

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager- Assistant Flood Control & Bridges	Department:	Transportation Administration
Requisition Number:	2024262		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$59,111.52 - \$82,755.92 Annually
Date Posted Up:	9/27/2024	Date Posted Down:	10/4/2024
Time Up:	1:00 p.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the direction of the Flood Control & Bridges Program Manager, the incumbent assists with supervision of levee and bridges in 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 with the Supervision the levee & bridge assets;
- Performs the activities of inspections, maintenance and repair of the levee system, the flood control projects and bridges;
- Works with consultant inspectors to perform mandatory inspections and reports and follows through with recommended O&M practices;
- Work with contractors on inspecting bridges as they are being built or rehabilitated;
- Inspect bridges after high water events for debris and develop contracts for and monitor debris removal;
- Assists in coordinating the work of various crews with Public Works and City Utilities Departments including independent contractors;
- Routinely inspect bridges for scour and identify improvements prior to Scour Critical conditions occurring;
- Coordinate & prioritize snow and ice removal of sidewalk on bridges with Test Lab personnel;
- Work with other public agencies such as IDNR, USACE, INDOT, IDEM, and County Surveyor’s Office regarding permits and other regulatory issues related to bridges and small structures;
- Investigate any instances of vehicular or other accidents involving bridge structures and recommend necessary repairs and coordinate with contractors to make such repairs and work with Risk Management to recover costs associated with damage to City owned structures;
- Investigate guardrail and attenuator damage and coordinate with Transportation Engineering Services to repair and coordinate with Risk Management to recover any costs;
- Maintains up to date inventories of bridges, pedestrian bridges including elevated walkways, and work with GIS to map these inventories with necessary attributes and generate reports as needed;
- Supports City Engineering with Federal and local project activities related to the planning, construction, reconstruction, utility coordination, inspection and maintenance of bridges;
- Attend construction meetings related to bridge construction and act as City’s liaison for bridges and levees as assigned;

- Assist the City Engineering in developing budgets for bridge and levee repairs and maintenance;
- Obtain and maintain INDOT certifications for bridge asset managers (i.e. ERC training - bridges);
- Participate in continuing education activities for bridge design, maintenance and repair to stay current with state-of-the art practices;
- Investigate and address citizen questions, complaints and concerns related to all bridges and levees;
- Utilizes software programs and database management such as PMIS, Accela, Access, etc.;
- Attends various meetings, including Board of Public Works, City Council, State and Federal agencies, etc.;
- Communicates effectively both orally and in writing.

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

The incumbent 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

- Any combination of education/experience equivalent to an Associate Degree in Civil Engineering, Public Works, Public Administration or related area and ten years responsible work in transportation construction/inspection;
- Knowledge of the methods, materials and equipment used in construction and maintenance;
- Ability to coordination and administration of planning, designing, construction and inspection of bridges and small structures;
- Ability to establish and maintain effective working relationships with departmental staff, contractors, engineers, other public agencies and the general public;
- Ability to read and interpret construction drawings;
- Ability to operate a personal computer using Microsoft applications, GIS systems, and accounting software systems;

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. The incumbent is frequently required to lift and/or move up to 50 pounds. The incumbent must be prepared for 24-hour on-call situations arising during natural disasters or infrastructure malfunction. 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 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.