

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager – Greenways	Department:	Greenways & Trails
Requisition Number:	2021226		
Hours:	8:00 am – 5:00 pm, may vary	Rate of Pay:	\$23.96 – \$27.3288 per hour
Date Posted Up:	9/14/2021	Date Posted Down:	Until filled
Time Up:	12:00 p.m.	Time Down:	Until filled

SUMMARY

Working under the direction of the Greenways Manager and Public Works Director, incumbent will assist in the development, implementation, construction and maintenance of the greenway and trail program for the City of Fort Wayne in partnership with Fort Wayne Trails, Inc., neighborhoods, businesses, community organizations, County, NIRCC, State and Federal Agencies and other jurisdictions. Helps coordinate expansion issues including stakeholder support and property acquisition. Develops public information and outreach programs utilizing Constant Contact, social media, website, etc. Oversees event planning and implementation, including the Annual Open Streets Event. Coordinates volunteer programs. Directs Street Department, Traffic Operations and Parks Department Supervisors on trail maintenance issues. Performs research, data collection and analysis in support of trails. Manages and spearheads trail activities, events and projects with other City departments, divisions and outside entities. Participates in the planning for the integration of the City of Fort Wayne Trails Network into a regional network of trails. Provides assistance in developing strong relationships with both public officials and the community regarding the trails program. Establishes and monitors technological aspects of City’s trails program with trail counters, website maintenance and updates, asset management system, mapping, ArcGIS, apps, etc. Provides construction inspection. 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.

Planning, Design, Construction, Maintenance and Management of Trails

- Collects and analyzes key information from user groups in order to assist in the oversight of all greenways planning, design, construction, maintenance and management;
- Works with engineers, project managers and construction managers from Parks and Recreation, Public Works, City Utilities and private engineering firms to develop, plan and construct trail expansion projects, including the development of trail detours and providing notice of trail closures/detours;
- Assists with coordinating the activities of greenways/trails technical committees, including staff from Parks, Public Works and City Utilities, to address planning, trail placement, design, engineering, construction and maintenance;
- Coordinates activities with Parks, Public Works and City Utility departments regarding project bidding, construction management and construction inspection;
- Monitors improvements and maintenance, including signage, for existing and new trails/greenways;
- Attends, and occasionally directs, meetings with Greenways Manager, regional transportation planners, engineers and advocates in order to integrate trails as an element of alternative transportation;

- Performs on-site inquiries including route investigation, site inspection, utility coordination, construction inspection and worksite evaluations;
- Performs construction inspection services of trail and greenways construction projects for compliance with all technical standards;
- Oversees and directs volunteers for the Greenway Ranger, Adopt-A-Greenway and Trek the Trails programs;
- Manages the trail maintenance program with the Street Department, Parks and Recreation Department and volunteers;
- Creates and maintains reporting materials on trail usage, etc;
- Coordinates implementation of the active transportation components of the Comprehensive Plan;
- Assists with GIS mapping work related to active transportation projects;
- Coordinates and assists with bicycle and pedestrian facility projects in the design and construction phases;
- Manages and coordinates activities of outside consultants as needed;

Public Involvement, Marketing and Community Relations

- Works with trail advocates in planning, developing, marketing and maintaining the City of Fort Wayne's Trail network;
- Coordinates marketing and public relations with the City's public information offices;
- Develops research marketing studies, tools and plans and analyzes results;
- Develops informative promotional material and presentations;
- Assists in the development and site plan review process to look for opportunities to integrate greenways/trails into planned transportation development projects;
- Investigates and assists with developing ordinance provisions that would allow the appropriate planning department to require integration of sidewalks, trails, bike facilities, and greenways within and through new developments;
- Identifies stakeholders and establishes partnerships with local community and business groups and organizations that support greenways and greenways users;
- Organizes and oversees activities of volunteer groups;
- Communicates the benefits of incorporating trails in community-wide economic development and alternative transportation planning to City/County staff and the community through marketing aspects, social media, and public speaking;
- Develops and implements transportation routes for public bike rides, runs and walks;

Funding

- Researches and recommends fundraising strategies for implementation of the trail program in Fort Wayne;
- Writes grant applications and manages process;
- Secures partnerships, donations and in-kind assistance for the promotion of the City's trail network;
- Records pledges, donations and in-kind assistance.

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

Incumbent has supervisory responsibilities in regards to overseeing volunteers.

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

Bachelor's Degree (B. S.) or equivalent from four-year college or technical school and four years related experience and/or training in public multi-modal transportation systems; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, grants, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana driver's license

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; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color 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 frequently 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 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.