

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager I- Watershed Management & Sustainability	Department:	City Utilities Engineering
Requisition Number:	2023124		
Hours:	Part time position – flexible	Rate of Pay:	\$31.15 - \$38.00 per hour
Date Posted Up:	2/7/2023	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the City Utilities Engineering Management, incumbent provides necessary support and coordination for creating, developing, and managing sustainability policies, goals, and objectives in the areas of watershed management, green infrastructure, and stormwater quality. The incumbent will establish and maintain effective working relationships and build consensus among City Utilities departments, other agencies, watershed groups, and the business community. Such work will promote development and implementation of sustainable business practices through more efficient and cost-effective methods. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- The timely implementation of goals, policies, strategic plans, and key performance indicators while utilizing resources and service levels to meet business and energy sustainability program objectives.
- Interacts with the public, contractors, City incumbents, and outside agencies with patience, tact, respect, and professionalism while performing required duties
- Serve as primary point of contact and responsible position for all City Utilities coordination with local watershed organizations
- Serve as primary point of contact and responsible position for all City Utilities coordination with citizens and local organizations regarding Green Infrastructure (GI), mitigation areas, rain gardens, and natural and regulated drains
- Develops and monitors program budgets
- Assist with management, development, and maintenance of administrative processes, procedures, and best practice guidelines for a range of Utility initiatives
- Development of necessary supporting business cases and recommends changes and new initiatives, policies, and procedures as appropriate
- Research and analysis from water perspectives on issues associated with conservation, climate change, long term water supply, sustainable business initiatives, and prepare reports on findings including recommendations to address such issues
- Attends various meetings, and assists with presentations as required
- Answers inquiries and refers specific inquiries to appropriate departments, organizations, or agencies
- Establishes and maintains effective working relationships with staff members, Public Information Officers, government agencies, and the public. All interactions are to be done with patience, tact, respect, and professionalism.
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and monthly status updates, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities
- Provides education and outreach as needed

- Assists with the development and implementation of stormwater best management practices (BMP) Inspection and Education Program, including review of inspections, customer communication, enforcement, and tracking
- Assists with Post Construction BMP program as available
- Provides project management, engineering design and construction management assistance to City Utilities stormwater projects
- Provides support and oversight of drain (regulated drains and natural drains) and assist in the development of drain maintenance policies and protocols, training for drain maintenance, update stormwater standards and details as needed
- Provides support of GI designs and design review assistance for private development, and assist in the development of GI policies and protocols, training, update stormwater standards and details as needed
- Provide permit assistance, including preparing permit applications, communicating with regulatory agencies, coordinating with project managers and appropriate staff to complete permit submittals and obtain permits
- Understand and coordinate Water Quality Information System updates, including understanding data and ensuring system is available to users
- Provide analysis of water quality data, including utilizing existing water quality model, developing reports and visual aids to present results, prepare presentations to share water quality information with different parties
- Other duties may be assigned

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

Responsible for the overall direction, coordination, and supervision of employees in the watershed/GI program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Also responsible for indirect supervision and coordination of Engineering Technician(s), operations staff and intern(s) workload associated with the program. A moderate degree of decision making will be required. Ability to build trust with co-workers and create a work environment that is collaborative in nature.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below and in following sections are representative of the knowledge, skill, and/or ability required.

- Function effectively as a member of an interdisciplinary team and assist with leadership of business process improvements and sustainability programs
- Working understanding and comprehension of project management principles
- General understanding of the principles of sustainability
- Strong analysis & technical problem-solving skills

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

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.S.) in Environmental Science, Engineering, Engineering Technology, Landscape Architecture, or equivalent combination of education, experience, and/or training

- Experience with Microsoft® Office, Excel spreadsheets using pivot tables for data analysis, Power BI, PowerPoint, Word, and Adobe Illustrator
- Experience working for or with a municipal government or utility is desired
- Experience with watershed management and landscape architecture is desired
- Experience with ESRI ArcGIS is desired

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from co-workers, customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management, public groups, CEO's and/or boards of directors. Ability to write reports and correspondence. Ability to effectively present, defend or justify information to management, public persons or groups, and/or authorizing boards. Ability to collaborate with co-workers and maintenance staff in a way that achieves desired results while supporting a positive team environment.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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. Ability to take initiative in definition, design and accomplishment of work. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables. Ability to make decisions about what needs to be done within established parameters. Ability to determine the scope of assignments, intent of guidelines and act as technical authority.

CERTIFICATES, LICENSES, REGISTRATIONS

If a City vehicle is used, successful applicants must have either;

- A valid Indiana Driver's License, or
- A valid driver's license accompanied with a notarized or certified copy of the individual's driving record from the state/region/country where such license was issued.

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 will be required to sit and use hands to finger, handle, or feel. The employee will be required to stand; walk; reach with hands and arms; 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 close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and color vision.

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 moving vehicles, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

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.

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.