

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager I- Utility Construction & Coordination	Department:	City Utilities Engineering
Requisition Number:	2024292		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$71,526- \$\$90,000/Annual
Date Posted Up:	11/25/2024	Date Posted Down:	Until Filled
Time Up:	3:30 pm	Time Down:	

SUMMARY

Working under the direction of City Utilities Engineering Management, incumbent shall administer City Utilities development contracts and capital construction contracts per the policies and standards of Fort Wayne City Utilities Engineering. Incumbent shall develop and administer recommendations and improvements within the Construction Contract Management team. 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 and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes 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/IMPLEMENTATION

- Assists with establishing, implementing and monitoring of construction program policies, procedures and service level standards.
- Develop plan to provide adequate human and financial resources to meet current and future Utility Construction & Coordination Services program needs.
- Direct and coordinate the response and follow-up to requests for information and consultation on general utility inquiries.

MANAGEMENT/OPERATIONS

- Manages and coordinates staff, contractors, systems and work processes associated with the construction of utility capital projects. These include construction change order process, field orders, work directives, construction project scheduling, shop drawing submittal and review, substantial completion notification, final completion notification, acceptance testing, record drawing submittal and review, construction inspection, contractor payment and project document management per the accepted policies and procedures of the Board of Public Works and City Utilities;
- Manage and monitor individual program needs and allocate on-call work assignments in accordance with departmental policies.
- Manage the provision of construction contract management services for privately funded and utility funded capital improvement projects.
- Coordinate with other City Utilities and Public Works staff to resolve project issues and concerns.
- Perform comprehensive assessment, coordination and planning of utility related issues associated with community development projects, requests/projects originated by other city departments, developers and/or contractors.
- Manage, supervise, assign, monitor progress and ensure the quality of work performed by

construction services program staff.

- Perform construction services program staffing functions related to the hiring, training, discipline, motivation and performance evaluation of personnel.
- Perform work of subordinates as necessary to achieve program goals.
- Utilize Project Management Information System (PMIS) for project schedules, budgets, weekly and monthly status reports, general document management, construction engineering reviews and approvals, project tracking, and other project management and administrative activities.
- Manages Project Reporting: report on construction schedules, budgets, costs and on-going issues and resolutions
- Manage the provision of construction inspection services for Storm Water Pollution Prevention Plan (SWPPP) projects.
- Manage and monitor on-call construction professional service agreements and allocate on-call work assignments in accordance with departmental policies.
- Process developer and capital contract requests for acceptance. Processing includes the following: check completion affidavit; check bonds; check easements; check inspection sign off; check record drawings; process fees due developers by requesting and distributing check; recommend project acceptance.
- Ensure that accepted projects have proper documentation uploaded into Project Management Information System and Record Drawings are reflected in GIS mapping system.

SPECIALIZED SKILLS

- Function effectively as a member of an interdisciplinary team
- General understanding and comprehension of project management principles
- Advanced knowledge of Utility Design and Construction Standards
- Working knowledge of Development Services group processes associated with private development plan review, fees and contracts
- Perform job duties as directed and necessary to fully utilize certifications, licenses, training, etc.
- Ability to utilize and understand construction contracts and documents.
- Working knowledge and comprehension of construction methodologies, problem solving, and project management
- Perform job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that has been obtained per job description requirements and/or CU Engineering Skill Based Compensation Policy.
- Strong public relations skills including the ability to deal professionally and diplomatically with customers and the public impacted by utility construction projects

INFORMATION/COMMUNICATION

Represent the construction services program at Board meetings, public hearings, City Council meetings, neighborhood meetings, professional association meetings and other forums.

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, supervision and evaluation of employees in the City Utilities Construction Program. Carries out supervisory responsibilities in accordance with the

organization's policies and applicable laws. In addition, provides indirect supervision and gives direction to contractors, consultants, project engineers, operations field crews and utility technicians involved in Utility construction. Assist with Supervisory duties and cover other CU Engineering management positions, including the Program Manager II - Construction, during times of absences or emergencies, within the CU Engineering group.

MINIMUM REQUIREMENTS

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.) in an approved program of Civil Engineering, Civil Engineering Technology or approved equivalent degree from an accredited four-year college or university. Five (5) years experience in a public agency, utility or related field with emphasis on construction inspection, surveying and contract management functions. Relevant construction and/or engineering experience may be substituted for educational requirements.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Ability to communicate effectively in order to manage staff and represent the construction services program at various meetings. Ability to maintain effective work relationships with developers, attorneys, engineers, contractors and utility customers.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License, if City vehicle used.
- Construction Document Technician (CDT) Certification. While the certification is not mandatory at the time of hire, it must be obtained within the first 18 months of employment. Training and resources will be provided to help achieve this requirement.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, wet or humid conditions (non-weather), fumes or airborne particles, toxic or caustic chemicals and outside weather conditions. The noise level in the work environment

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.