

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Manager I – Facility Construction & Management – Part Time	Department:	City Utilities Engineering
Requisition Number:	2022214		
Hours:	Up to 29 hours per week	Rate of Pay:	\$30.00 to \$36.00 per hour
Date Posted Up:	6/17/22	Date Posted Down:	Until filled
Time Up:	3:30 pm	Time Down:	

SUMMARY

Working under the direction of City Utilities Engineering Management, incumbent develops, administers and manages facility capital and maintenance construction contracts per the policies and standards of Fort Wayne Utility Engineering. 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 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.

- Manages Facility Improvement Projects: planning, development, scheduling, budgeting, and implementation of all phases of facility and structure repair and replacement projects, including but not limited to, roofing, windows, doors, building interior and exterior finishes, masonry, concrete repairs, heating and ventilation systems, lighting, fencing, and other similar building or structure systems.
- Plans for annual improvements: Collaborates with engineering and operations staff to prioritize, schedule, budget, and recommend facility improvement projects to be implemented in current and future years.
- Manages and coordinates systems and work processes to collect facility asset condition and performance data.
- Provides energy managers with project details as needed to consider environmental, energy credit, or other incentive opportunities associated with repair or replacement of building systems.
- Maintains fixed asset updates: Collaborates with engineering and operations staff to update fixed asset tracking and spreadsheets associated with facility and other improvement projects. Provides updates to maintenance schedules and warranties of repaired or replaced building systems to operations and maintenance management personnel.
- Maintains equipment and materials lay-down areas and inventory as requested.
- Collaborates with engineers, designers, operations, and contractors to develop project understanding and provide input to improve project constructability and value engineering opportunities;
- Directs pre-bid activities including: prepare procurement documents and collaborate with engineering, designer, and operations staff to develop drawings, specifications, and other documents necessary to solicit quotes and bids, conduct pre-bid meetings and site visits for relevant projects.
- Directs post-bid activities including: tabulate bids; recommend awards; compose documents; submit contract documents to contractor for signature; submit contract documents to Board of Public Works and Common Council for approval; organize and direct pre-construction meetings;
- Manages preliminary construction matters: Coordinate with contractor on any irregularities with the construction contract, develop project understanding by reviewing plans and specifications, recording conditions before construction, developing a list of potential problems and checking site conditions for

- reasonableness; Review and accept project schedule; Coordinate submittal and review process of shop drawings; Coordinate payment schedules; Request inspection services as needed;
- Manages Construction: Act as the Board's representative during construction; manage construction complaints; provide site visits; working as or with the Project Manager, authorize variations in work; review/reject defective work; review and approve payments; review inspection reports and recommend action as needed;
 - Manages Changes in Work & Claims: Negotiate, represent, and review change order requests; authorize payments based on completed work; Negotiate and recommend changes in contract completion times;
 - Manages acceptance testing and correction of defective work;
 - Manages project closeout procedures;
 - Manages Project Reporting: Report on construction schedules, budgets, costs and ongoing issues & resolutions;
 - Coordinates with other City Utilities and Public Works staff to resolve project issues and concerns;
 - Maintains good public relations;
 - Utilizes 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 administration activities;
 - Reviews Regulatory permits and coordinate with Contractor and Inspector to ensure provisions outlined in permits is met;
 - Reviews Easements and other property rights documents as appropriate and ensure Contractor and Inspector are aware and meet the provisions of these documents;
 - Recommends and provides feedback for specifications, standards and special designs.

SPECIALIZED SKILLS

- Functions effectively as a member of an interdisciplinary team;
- Performs 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;
- Utilizes and understands construction contracts and documents;
- Working knowledge and comprehension of construction methodologies, problem solving, and project management.

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 Facility Construction & Management Program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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 in Construction or Civil Engineering, Construction or Civil Engineering Technology or completion of approved equivalent degree combined with relevant minimum of 7 years of experience. Relevant construction and/or engineering experience may be substituted for educational requirements. Six months practical experience with word processing and spreadsheet software.

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 respond to common inquiries or complaints from customers, regulatory agencies, or the general public. Ability to write reports that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

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. Ability to independently plan and keep supervisor advised of potentially complex or controversial situations.

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; 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, 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 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.