

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Supervisor V-Inspection	Department:	Water Pollution Control Maintenance
Requisition Number:	2025130		
Hours:	7:00 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$74,000.00 - \$88,000.00 Annually
Date Posted Up:	2/7/2025	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Superintendent of WPC Maintenance/STM, the incumbent coordinates and directs all personnel involved with the cleaning and inspection of sewers. Incumbent assures work is planned and implemented efficiently and effectively. Incumbent balances work crews to workloads as needed and assures work is performed professionally and to minimal impact to the citizens of Fort Wayne. Incumbent will assist in oversight of other areas of the WPCM/STM departments as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: other duties may be assigned

- Manages up to twenty (20) employees involved in sewer cleaning, televising and inspection work;
- Manages staff to ensure duties are performed in accordance with the Utility’s safety rules and operating regulations and procedures;
- When needed will backup other supervisory staff;
- Remains on-call for emergencies;
- Works with considerable independence from supervisory control and has the authority to deviate from instructions, if necessary, while keeping the Superintendent advised of
- deviations;
- Uses judgment and makes decisions that will effect the quality and adequacy of work;
- Manages work plans and work assignments and supervises crews to carry out a variety of work relating to Fort Wayne’s sewer inspection program;
- Manages the progress of crews on location and gives instruction as necessary;
- Ensures proper care and maintenance of departmental equipment, tools and work area;
- Assists in handling citizen complaints;
- Can assist in training for departmental personnel;
- Ability to learn new softwares;
- Must be able to understand and use the Hansen software technology proficiently;
- Must be able to understand and use the PipeLogix software technology proficiently;
- Reviews job completion information as submitted by the crews and determines if additional follow up work is required;
- Maintains constant communication with the Maintenance Supervisor regarding inspection results that will require additional maintenance activities (preventative maintenance);
- Ensures all sewage in basement (SIB) and sewage in home (SIH) complaints are televised to determine their cause, public or private per regulatory requirements and communicates results to the Wet Weather Program Manager;
- Ensures when an asset is found and the inspection crews assign a temporary ID number to complete their work this temporary number makes it to GIS for a permanent one;
- Manages daily work schedules to all personnel involved in this activity;

- Formulates and implements methods, policies, procedures, budgets, annual reports. Makes capital improvement project recommendations to Superintendent annually;
- Prepares SOP's and/or Work Instructions as needed;
- Prepares operating reports, service requests, work orders, accident/injury reports, etc;
- Contacts immediate supervisor, other management staff, or engineering staff if additional work is required by their crews or staff as determined by the sewer system inspection results;
- Reports irregularities and abnormal conditions relating to the sewer system to the Superintendent;
- Communicates effectively both orally and in writing;
- Assists employees of any classification;
- Participates in short and long range City Utilities planning for pipe condition assessment, repairing, replacing, lining, cleaning, as needed;
- Attends various meetings, e.g., public, Common Council, State/Federal agencies, City Administration and departmental, as needed;
- Coordinates the work of various crews with other City and City Utility Departments including the fleet manager and independent contractors;
- Consistently meets inspection request deadlines and keeps requestor up-to-date on the progress of their requests;
- Reports updates to the Superintendent throughout the year on the status of the inspection program as it relates to departmental goals;
- Makes weekly downloads of TV external hard drives into Flexi-data software.

SUPERVISORY RESPONSIBILITIES

Responsible for the direct supervision of hourly employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; performance appraisals; compensating and disciplining employees in accordance with the applicable union contract; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree (B.A.) in management, construction technology or equivalent from a four (4) year college or technical school; or eight (8) years related experience and/or training; or equivalent combination of education and experience;
- Experience in public utility collection systems and stormwater a plus.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Knowledge of Microsoft Office software including Word and Excel;
- Experience in creating reports and spreadsheets;
- Specialized knowledge of a collection system principles and practices, applying advanced theories, methodology and new developments;
- Knowledge of GPS technology;
- If deemed necessary, must have the ability to qualify medically and physically to wear respiratory protection equipment;
- Ability to supervise and coordinate the activities of multiple groups;
- Ability to send and receive e-mails, documents and digital photos as needed;
- Ability to maintain effective work relationships with supervisor(s), peers, subordinates, utility staff and the general public;
- Ability to pass post-offer physical.

LANGUAGE SKILLS

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

clients, customers and the general public. Contact with the public, staff, government officials and organization representatives occurs throughout all aspects of the work. Such contact is necessary in order to explain interrupted services rendered, policies carried out or coordination of collection system procedures. Incumbent may communicate with representatives of City Council or the Board of Works.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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

- Ability to obtain Collection System II certification within two (2) years of hire date;
- Valid Indiana Driver's License, CDL with approved endorsement beneficial;
- Must take a ten (10) hour OSHA training course in General Industry (1910) and Construction (1926) within 1-year of obtaining position;
- Full training of OSHA guidelines and City policies as it pertains to confined space entry must be Obtained within three (3) months of hire;
- Must obtain certification in adult CPR/First Aid within one (1) year of holding position. Also must keep certification current;
- PACP trained within three (3) months and certified within one (1) year of obtaining position;
- Flexi data training within three (3) months of obtaining position.

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 hear or talk. The employee frequently is required to stand, walk and sit. The employee is occasionally required to hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move 50 lbs. 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 function of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually low to moderate. Employee can be exposed to wastewater, septage and associated pathogens.

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.

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.