

**CITY OF FORT WAYNE
Job Description**

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Engineering Technician I/II	Department:	City Utilities Engineering
Requisition Number:	2024		
Hours:	8:00 am to 5:00pm, may vary	Rate of Pay:	Tech I: \$49,00-\$60,000 Annually Tech II: \$54,000-\$65,000 Annually
Date Posted Up:	7/1/2024	Date Posted Down:	Until Filled
Time Up:	4:00pm	Time Down:	

Engineering Technician I

SUMMARY

Working under the direction of City Utilities Engineering Management, the incumbent assists Engineering staff by collecting and reporting field information of the Utilities collection and distribution systems; prepares reports and documents field information; utilizes AutoCAD, Civil 3D, and Utilities Engineering CADD standards, to prepare sewer, water, and stormwater Utility plans; prepares basic maps with ESRI GIS software, and assists with performing specific GIS duties per the policies and standards of City Utilities 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, professionalism, and the following. Other duties may be assigned.

MANAGEMENT/OPERATIONS

- Assists with preparing and plotting basic documents, maps, and files using GIS software such as ESRI products and GIS databases;
- Assists others as required in the inspection of existing and new commercial facilities for required backflow prevention and cross-connections, fire suppression systems, add/deduct meters, detention basins, and other facilities;
- Assists with inspection of sanitary and stormwater green card permits;
- Assists in initiating fire service account billing;
- Assists as required in pressure complaint investigations and fire flow tests;
- Assists as required with collecting maps and data for the water main unilateral flushing program;
- Assists as required in verifying the location and observed condition of water, sewer, and storm infrastructure;
- Assists with the field checking of project drawings and verify that data on the drawing is correct and shown accurately;
- Assists as required with the NPDES inspection program for conformance to Rule 5 and Rule 13 requirements. Collects and documents required field reports and organizes information into a database;
- Assists with basic surveying and GPS equipment to make field measurements, collect data, check elevations, and run level circuits;

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- Assists with finding and mapping unmapped Utility assets in the service area;
- Assists with utilizing established procedures to collect, obtain, use, and report data from documents such as forms, maps, and plans from a variety of sources including engineering departments, field visits, electronic data submittals, and permitting entities;
- Reviews project/contract documents to understand the scope and requirements of construction projects assigned for inspection;
- Reviews proposed construction materials and activities to verify in accordance with the Utility Design Manual and project/contract documents;
- Conducts regular inspections of construction sites to ensure compliance with project/contract documents and communicates to the project construction contract manager about items not in compliance;
- Creates and maintains detailed records of inspection activities, including daily observation records, compliance efforts, testing information, and conversations with contractors and project stakeholders within the Project Management Information System;
- Works closely with project manager, engineers, and construction contract managers to discuss and resolve potential compliance issues, design modifications, and other concerns affecting project progress;
- Assists with preparing and plotting drawings for appurtenance files, standard and detailed drawings, templates, graphic work, and Construction Drawings such as Plans, Profiles, Cross Sections, easements, plats, exhibits, legal boundaries, basic legal descriptions, survey data, and engineering sketches;
- Assists with maintaining plan files for record drawings;
- Assists with the creation, setup, update, and plotting of basic drawings and maps;
- Assists with copying and distributing CAD templates;
- Assists with scanning and plotting equipment tasks such as reloading ink and paper and monitoring supplies;
- Assists with review of internal and external electronic deliverables as requested;
- Assists with analyzing and assessing GIS data (assets, features, attributes, etc.) and performing QA/QC for accuracy and completeness;
- Assists with training interns;
- Assists with utilizing established procedures, data, and GIS software, such as ESRI ArcGIS, MS Office products, and plotting software to create, modify, and update GIS records, features, databases, maps, and diagrams.

INFORMATION/COMMUNICATION

- Assists with maintaining and updating procedures, standards, and templates as requested;
- Assists with electronic data collection and setup for project creation and production sheet creation as requested;
- Assists in support of system investigative activities such as water pressure and flow testing; sewer flow monitoring and inflow and infiltration; complaint investigations; leak detection; smoke testing, sewer televising, and other field services.

MARGINAL FUNCTIONS

- Performs other duties as 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.

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SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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.

EDUCATION and/or EXPERIENCE

- Associate's degree (A.A.S.) in Civil Engineering Technology or completion of an equivalent course of study from a two-year college or technical school;
- The Associate's degree may be substituted with ten (10) years of relevant and approved prior experience;
- Three (3) months of practical experience with word processing and spreadsheet software;
- Six (6) months of practical experience in civil drafting with CAD software, inspection, or survey work;
- Autodesk AutoCAD experience is preferred.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Functions effectively as a member of an interdisciplinary team;
- Ability to operate a city vehicle with a small trailer;
- Performs job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that have been obtained per job description requirements and/or City Utilities Engineering Skill-Based Compensation Policy.

LANGUAGE SKILLS

Ability to read and interpret documents such as maps, ordinances, rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to present effectively to the general public or co-workers, one-on-one or in small groups.

MATHEMATICAL SKILLS

Ability to perform basic mathematical functions such as addition, subtraction, multiplication, and division.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with conventional problems involving several different or unrelated variables. Ability to observe and identify detailed variables in situations where only limited standardization exists. Support from supervisors will be available in unusual situations that do not have clear precedents.

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 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. 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

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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 regularly exposed to moving vehicles, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

Engineering Technician II

SUMMARY

Working under the direction of City Utilities Engineering Management, the incumbent assists Engineering staff by collecting and reporting field information of the Utilities collection and distribution systems; prepares reports and documents field information; utilizes AutoCAD, Civil 3D, and Utilities Engineering CADD standards, prepares complex sewer, water, and stormwater Utility plans; prepares complex maps with ESRI GIS software and performs specific GIS duties per the policies and standards of City Utilities 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, professionalism, and the following. Other duties may be assigned.

PLANNING/JUDGEMENT

- Includes duties and responsibilities of Utility Engineering Technician I;
- Provides training as required for Utility Engineering Technician I, Utility Engineering staff, and interns;
- Prepares and plots advanced documents, maps, and files using GIS software such as ESRI products and GIS databases.

MANAGEMENT/OPERATIONS

- Performs Fire Service account billing;
- Provides maps and support documents for large system investigative projects such as water district measuring and leak detection studies, sewer and stormwater flow metering, smoke testing, and televising;
- Establishes schedules, monitors, and reports on project status, performs other specialized inspection and project representative functions for large system investigative projects such as water district measuring and leak detection studies, sewer and stormwater flow metering, smoke testing, and televising;
- Creates and sets up standard project files, folder structures, and more advanced production sheets;
- Prepares and works with more advanced project data, construction drawings, and data models including, but not limited to, AutoCAD and Civil 3D data objects;
- Analyzes and assesses GIS data (assets, features, attributes, etc.) and performs QA/QC for accuracy and completeness;
- Utilizes established procedures, data, and GIS software, such as ESRI ArcGIS, MS Office products, and plotting software to create, modify, and update GIS records, features, databases, maps, and diagrams;
- Inspects existing and new commercial facilities for required backflow prevention and cross-connections, fire suppression systems, detention basins, and other facilities called out in special stormwater credit agreements;
- Inspects sanitary and stormwater green card permits;

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- Performs investigations and reports findings on water pressure complaints, leak detection, cross connection control program, detention basins, sewer and stormwater complaints, and other field services;
- Collects and analyzes water pressure and flow data, sewer and stormwater inflow and infiltration, flow metering, smoke testing, televising, complaint data, and reports findings;
- Performs and assists others as required in verifying the location and observed condition of Utility assets such as water, sewer, and storm infrastructure;
- Performs NPDES inspections for conformance to Rule 5 and Rule 13 requirements, and documents activities, collects required field reports, and organizes as directed;
- Utilizes established procedures to collect, obtain, use, and report data from documents such as forms, maps, and plans from a variety of sources including engineering departments, field visits, electronic data submittals, and permitting entities.
- Reviews project/contract documents to understand the scope and requirements of construction projects assigned for inspection;
- Reviews proposed construction materials and activities to verify in accordance with the Utility Design Manual and project/contract documents;
- Conducts regular inspections of construction sites to ensure compliance with project/contract documents and communicates to the project construction contract manager about items not in compliance;
- Creates and maintains detailed records of inspection activities, including daily observation records, compliance efforts, testing information, and conversations with contractors and project stakeholders within the Project Management Information System;
- Works closely with project manager, engineers, and construction contract managers to discuss and resolve potential compliance issues, design modifications, and other concerns affecting project progress.

INFORMATION/COMMUNICATION

- Assists with maintaining, analyzing, and remedying problems with the CAD workstation, including the software, digitizing, and plotting functions as requested;
- Assists with revising, maintaining, and updating the procedures, standards, templates, and guidelines for CADD and GIS for the Engineering Technician positions as requested;
- Assists with distributing CAD design drawings, standards information, and drawing templates to governmental agencies, engineering firms, and the public via internal mailing procedures and the Internet as requested;
- Performs fire flow testing and provides reports as requested.

MARGINAL FUNCTIONS

- Performs other duties as 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

This position has no supervisory responsibilities.

QUALIFICATIONS

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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.

EDUCATION and/or EXPERIENCE

- Associate's degree (A.A.S.) in Civil Engineering Technology or completion of a related course of study; or completion of an equivalent course of study from a two-year college or technical school;
- The Associate's degree may be substituted with ten (10) years of relevant and approved prior experience;
- Successful completion of the training program as an Engineering Technician I and a minimum of two (2) years of satisfactorily evaluated experience in that position. The two (2) years of satisfactorily evaluated experience may be substituted with two (2) years of relevant and approved prior experience.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Functions effectively as a member of an interdisciplinary team;
- Ability to operate a city vehicle with a small trailer;
- Performs job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that have been obtained per job description requirements and/or City Utilities Engineering Skill-Based Compensation Policy.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical procedures, governmental regulations, and contract documents. Ability to write reports, correspondence, and contracts. Ability to effectively present information and respond to questions from groups or individuals including managers, contractors, attorneys, or the general public.

MATHEMATICAL SKILLS

Ability to perform basic mathematical functions such as addition, subtraction, multiplication, and division.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of different or unrelated variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, diagram, or schedule form. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform 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. 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.

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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.

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