

**CITY OF FORT WAYNE
Job Description
(Resilience Cohort Extern)**

DEPARTMENT	City Utilities	DEPT. CODE	
HOURS		SALARY	
CLASS CATEGORY		JOB CODE	
FLSA STATUS		WORK COMP	
EEO CATEGORY		UNION	
REPORTS TO		APPROVED BY	
APPROVAL DATE			

SUMMARY

City of Fort Wayne City Utilities Engineering Departments seeks a highly motivated student to assist with the completion of a community-wide greenhouse gas inventory in the summer of 2019. Completing a greenhouse gas inventory is a fundamental first step for a local government committed to reducing emissions and increasing energy efficiency.

The successful applicant will be hired as an Indiana Sustainability Development Program extern through Sustain IU, Indiana University’s sustainability office. The extern will participate in the IU Environmental Resilience Institute’s Resilience Cohort, along with other Indiana governments performing greenhouse gas inventories. The extern will work with the Program Manager – Utility Engineering and Sustainability Services and receive on-the-job training from ICLEI-Local Governments for Sustainability on how to complete a greenhouse gas inventory using ClearPath, a cloud-based inventory software. Findings from the inventory will be used to benchmark City Utilities greenhouse gas inventory and assist in development of City Utilities Sustainability Strategic Plan.

The extern will learn a replicable skill and gain valuable experience in greenhouse gas accounting and working in local government. They will also develop technical and project management skills beneficial to a career in environmental science or policy. [Add additional benefits, as needed.

Fort Wayne City Utilities is a steward of our most essential resource: water. The work City Utilities does to treat and distribute reliable and safe drinking water, to collect and treat sewage and to manage stormwater runoff supports the health and quality of life of every person and the success of every business in our region for generations to come.

City Utilities is integral to our community, its current well-being and its growth into the future. We are focused on enhancing the quality of life of residents, supporting the success of businesses, and making our community a fun and rewarding place to live and do business. We are guided by a strategic plan and we are pleased to provide annual reports to our customers and community. City Utilities continuously pushes to improve operations, increase sustainability, and take a business-minded approach to providing clean water and reliable drinking water and stormwater and sanitary sewer service to the community at affordable prices.

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.

- Identify and categorize emissions sources by sector and scope
- Collect and compile emissions source data from multiple sources
- Communicate with government agencies, industries and local government officials to obtain relevant data
- Track and manage data submissions
- Utilize Microsoft Excel and ClearPath to execute moderately complex data analysis
- Synthesize inventory findings into actionable policy and program recommendations

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- Participate in regular Resilience Cohort webinars and conference calls
- Draft an inventory summary report
- Assist with other sustainability projects such as [list projects, as desired] and others depending on time and interest
- Attend a 3 – 4 day bootcamp training, hosted by Sustain IU, in May 2019

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.

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.

- Prior quantitative coursework or research experience, preferably in a discipline applied to sustainability such as environmental science, engineering, chemistry, or environmental economics
- Experience manipulating data using spreadsheets
- Experience summarizing research in reports and presentations
- Ability to follow detailed and technical instructions
- Enthusiastic about greenhouse gas management and accounting
- Effective verbal and written communication
- Self-motivated, proactive, and flexible with careful attention to detail
- Ability to prioritize and manage multiple ongoing tasks

EDUCATION and/or EXPERIENCE

- Experience in evaluating the environmental impact of products, activities, and systems
- Experience creating professional reports

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.

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; stoop, kneel, crouch, or crawl; climb or balance and reach with hands and arms. 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.

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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 outside weather conditions (cold, hot, wet, humid, etc.), outdoor wilderness (poison ivy, thorns, mosquitos, thick brush, off trail trekking, etc.), and moving mechanical parts. The noise level in the work environment is usually moderate.

APPLICATION PROCESS

Applicants should submit the online application for ISDP, uploading a resume and cover letter, on the Sustain IU website. Applicants interested in the City Utilities Engineering's extern position should indicate so on their application. Applications will be accepted on a rolling basis (first come, first serve) until all positions are filled; the final application deadline is Feb. 28, 2019.

COMPENSATION

Compensation will be in the form of a stipend from Sustain IU. The externship will span 10 weeks between May and August. The extern will be expected to work full-time and must participate in a mandatory bootcamp training in May 2019.