



Civil Technician

City of Franklin / Reports to Joanna Tennell, Director,
Department of Planning and Engineering
Salary, Non-Exempt \$59,000 - \$62,219

The City of Franklin is currently accepting applications for the position of Civil Technician.

The individual will be responsible for all street cut permits and will assist with inspecting the construction associated with street cut permits. The individual will also inspect development projects to ensure compliance with ordinances and technical specifications and providing support to City Departments, Boards, and Commissions.

This position is typically 60% outside work and 40% office work. Individual must be able to work in all weather conditions. The individual will need to be physically able to climb ladders, walk long distances, and work in spaces that require physical exertion. Must be knowledgeable in accepted engineering principles and practices and be able to communicate effectively with the public.

The primary responsibilities of this role include:

- Reviewing, approving and inspecting street cut permits and managing records in OpenGov.
- Performing on-site inspections during and after construction to ensure compliance with ordinances and engineering standards, including residential, commercial and industrial projects.
- Working to resolve complaints and answer inquiries from the public.
- Assisting with the acceptance of construction work, acceptance and release of performance and maintenance guarantees, and preparing summaries and recommendations for such requests for consideration by the Board of Public Works and Safety.
- Be able to interpret and understand codes and ordinances in order to enforce them properly.
- Providing technical project support to other City Departments.
- Communicating with developers, project engineers, and contractors.

To be considered a qualified applicant, you must be able to successfully carry out the primary job responsibilities above. The applicant must have a minimum of an Associates Degree in construction, civil engineering or related field. Previous, timely and relevant work experience could be substituted for the educational requirements. Applicant must also have a valid driver's license.

This posting is a representation of the job responsibilities but is not the full job description.

Applications and resumes can be sent via email to:

franklinjobs@franklin.in.gov

or mail to:

**Human Resources
70 E. Monroe Street Franklin, IN. 46131**

The City of Franklin is an equal Opportunity Employer (EOE)