

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	3/9/2021	<b>Meeting Date:</b>	3/15/2021
<b>Contact Information:</b>			
<b>Requested by:</b>	Brett Jones, Street Commissioner/Fleet Manager		
<b>On Behalf of Organization or Individual</b>			
<b>Telephone:</b>	317-736-3660		
<b>Email address:</b>	bjones@franklin.in.gov		
<b>Mailing Address:</b>	2871 N. Morton Street, Franklin, IN 46131		
<b>Describe Request</b>			
Request revision to job descriptions.			
<b>List Supporting Documentation Provided:</b>			
Street Maintenance Foreman			
Street Maintenance Crew Leader			
<b>Who will present the request?</b>			
<b>Name:</b>	Brett Jones	<b>Telephone:</b>	317-736-3660

*In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Street Maintenance Foreman  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:** March 15, 2021

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document 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.

Individual is responsible for performing a variety of work duties to maintain City streets and right-of-ways to include catch basins, curbs, sidewalks, storm drains, street sweeping, tree inventory and appropriate signage. Individual is responsible for assisting the Street Operations Director.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for assisting Street Maintenance Operations Director and/or Street Commissioner in directing/overseeing the work of Department personnel performing such work activities as brush cutting/removal, leaf removal, street sweeping, asphalt, concrete repairs and storm drain maintenance/repair.

Individual is responsible for assisting Street Maintenance Operations Director or Street Commissioner in assigning and scheduling the appropriate equipment and personnel to perform required work.

Individual inspects jobs to determine compliance with specifications and guidelines; proper use of safety devices and practices and satisfactory cleanup.

Individual is responsible for performing/overseeing:

- Maintenance work as repairing sidewalk and street surfaces with asphalt, concrete and/or stone as required.
- Snow removal and pre-treating of street surfaces as required by weather events.
- Right-of-way duties as installing/replacing appropriate signage and proper drainage ditch maintenance.
- Fogging and spraying for mosquito and weed control design to improve/upgrade conditions within City.
- Catch basin and storm drain maintenance/repair as needed
- Chipping of brush, limbs and leafing operation.
- All tasks associated with tree inventory to include planting, pruning, removal and stump grinding.

Individual is responsible for participating in the development of Department safety program, including monthly safety meetings.

Individual is responsible for participating in receiving and researching complaint(s) from residents and scheduling equipment and personnel to rectify the complaint(s).

Individual completes a variety of forms and reports.

Individual orders materials and supplies for projects or events.

Individual is responsible for assuming the responsibilities of the Street Maintenance Operations Director in her/his absence.

Individual is in a mandatory overtime position that requires work outside of the normal Monday thru Friday 7AM to 3:30 PM work day as necessary to carry out the responsibilities and mission of the Street Department. Individual performs other related duties as assigned related to the overall operation of the Street Department. Regular and dependable attendance is required.

#### **QUALIFICATIONS / REQUIREMENTS**

Individual must have the ability to operate all Department equipment commonly used in a street maintenance operation such as but not limited to Loader/Backhoe, Front End Loader, Asphalt Patcher, Aerial Bucket Truck, Catch Basin Cleaner, Dump Truck and Ice/Snow Removal units and properly demonstrate to Department personnel unfamiliar with that equipment the proper and safe operational procedures.

Individual must have the ability to use common tools of a street maintenance operation such as but not limited to chain saws, concrete saws, rakes, shovels, brooms, and weed eaters.

Critical Skills/Expertise:

Individual must have a minimum of five (5) years experience as a street maintenance worker. Three (3) years in a lead or senior street worker position.

Individual must have competent knowledge of City sewer/storm drain system and the ability to locate sewer and storm lines.

Individual must have competent knowledge of City Ordinances, Department policies, procedures, and work methods, State laws & regulations, adheres to all and the ability to explain and support them.

Individual must have extensive knowledge in safety equipment and procedures and has the ability to properly instruct others of same usage for the safety of the entire crew.

Individual must have the ability to complete & issue work assignments, and direct the work of others to assure crew safety.

Individual must have the ability to communicate effectively, in writing and verbally to implement all phases of the Street Department mission.

Individual must have the ability to collect field data using electronic devices such as but not limited to a smart phone, a personal computer or GPS to accurately record data for documentation to various regulatory compliance requirements.

Individual must have a High School Diploma or its equivalent to perform the functions of this job.

Individual must possess a valid CDL driver's license Class B, with air brake endorsement.

Individual reports directly to the Street Maintenance Operations Director or Street Commissioner.

#### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Individual is expected to work in a position, which has been identified as heavy work, which may require the individual to lift objects heavier than 40 pounds for extended periods.

Individual is required to work outside, which may expose her/him to loud noises, vibrations and extreme inclement weather conditions.

#### **SAFETY EQUIPMENT**

Individual is required to wear all appropriate safety equipment required of task being performed such as but not limited to hard hat, safety glasses and steel toed safety boots.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Street Foreman describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Street Maintenance Crew Leader  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:** March 15, 2021

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document 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.

Individual is responsible for performing a variety of work duties to maintain City streets and right-of-ways to include catch basins, curbs, sidewalks, storm drains, street sweeping, tree inventory and appropriate signage. Individual is responsible for assisting the Street Maintenance Foreman.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for assisting Street Maintenance Foreman and/or Street Maintenance Operations Director in directing/overseeing the work of Department personnel performing such work activities as brush cutting/removal, leaf removal, street sweeping, asphalt, concrete repairs and storm drain maintenance/repair.

Individual is responsible for performing/overseeing:

- Maintenance work as repairing sidewalk and street surfaces with asphalt, concrete and/or stone as required.
- Snow removal and pre-treating of street surfaces as required by weather events.
- Right-of-way duties as installing/replacing appropriate signage and proper drainage ditch maintenance.
- Fogging and spraying for mosquito and weed control design to improve/upgrade conditions within City.
- Catch basin and storm drain maintenance/repair as needed
- Chipping of brush, limbs and leafing operation.

Individual is in a mandatory overtime position that requires work outside of the normal Monday thru Friday 7AM to 3:30 PM work day as necessary to carry out the responsibilities and mission of the Street Department. Regular and dependable attendance is required.

Individual performs other related duties as assigned related to the overall operation of the Street Department. Individual is responsible for assuming the responsibilities of the Street Maintenance Foreman in her/his absence.

#### **QUALIFICATIONS / REQUIREMENTS**

Individual must have the ability to operate all Department equipment commonly used in a street maintenance operation such as but not limited to Loader/Backhoe, Front End Loader, Asphalt Patcher, Aerial Bucket Truck, Catch Basin Cleaner, Dump Truck and Ice/Snow Removal units and properly demonstrate to Department personnel unfamiliar with that equipment the proper and safe operational procedures.

Individual must have the ability to use common tools of a street maintenance operation such as but not limited to chain saws, concrete saws, rakes, shovels, brooms, and weed eaters.

Critical Skills/Expertise:

Individual must have a minimum of three (3) years' experience as a street maintenance worker.



Individual must have competent knowledge of City sewer/storm drain system and the ability to locate sewer and storm lines.

Individual must have competent knowledge of City Ordinances, Department policies, procedures, and work methods, State laws & regulations, adheres to all and the ability to explain and support them.

Individual must have extensive knowledge in safety equipment and procedures and has the ability to properly instruct others of same usage for the safety of the entire crew.

Individual must have the ability to complete & issue work assignments, and direct the work of others to assure crew safety.

Individual must have the ability to communicate effectively, in writing and verbally to implement all phases of the Street Department mission.

Individual must have the ability to collect field data using electronic devices such as but not limited to a smart phone, a personal computer or GPS to accurately record data for documentation to various regulatory compliance requirements.

Individual must have a High School Diploma or its equivalent to perform the functions of this job.

Individual must possess a valid CDL driver's license Class B, with air brake endorsement.

Individual reports directly to the Street Maintenance Foreman or Operations Director.

#### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Individual is expected to work in a position, which has been identified as heavy work, which may require the individual to lift objects heavier than 40 pounds for extended periods.

Individual is required to work outside, which may expose her/him to loud noises, vibrations and extreme inclement weather conditions.

#### **SAFETY EQUIPMENT**

Individual is required to wear all appropriate safety equipment required of task being performed such as but not limited to hard hat, safety glasses and steel toed safety boots.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Street Maintenance Crew Leader describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes\_\_\_\_\_No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date