

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Superintendent
DEPARTMENT: Department of Public Works
STATUS: Full Time
FLSA STATUS: Exempt
DATE WRITTEN:
DATE REVISED: 04/15/2025

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job is required. The requirements listed in this document are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Superintendent, responsible to direct and oversee all public works projects and programs. Incumbent is responsible for environmental compliance, sanitary sewers, wastewater treatment plant, solid waste, and will assist with storm sewers. Incumbent is also responsible for safety programs, fleet fuel management, communication programs related to public works. This position is responsible for clear and timely communication to the Assistant Superintendent and any and all pertinent employees.

PRIMARY JOB FUNCTIONS

The incumbent is responsible for overseeing the successful operation of the wastewater collection system, treatment plants, and lift stations. This Includes all efforts required to meet established regulations through IDEM.

The incumbent is responsible for making sure that the Assistant Superintendent is kept informed of all information needed to be successful including updates from IDEM and EPA. The Superintendent will also be responsible for cross training of important job responsibilities that would aid in seamless and continuous management of the department should the need arise.

The incumbent is responsible for regular attendance at the monthly tech reviews, having responsibility and follow through with items discussed, such as utility projects, development plans created by sub-contractors, for compliance with codes, regulations and standards. Also review of applications for permits and compliance with approved plans.

The incumbent, along with the Superintendent, will work collaboratively to coordinate communication to residents and business owners when services will be discontinued, shut off and restored.

The incumbent, in coordination with the Assistant Superintendent, will be responsible to be on call 24/7 and be responsible for the management of the employee on call schedule.

The incumbent is responsible for overseeing and making recommendations for construction projects as it pertains to planning, scheduling, and implementation as well as maintenance, and operation activities designed to improve wastewater collection and treatment service for the City.

The incumbent is responsible for insuring that the analysis of wastewater, sludge, and effluent samples are conducted to provide data for the efficient operation of treatment plants.

The incumbent is responsible for supervising the Lab Technician and all lab functions and training specific to the Lab.

The incumbent is responsible for analyzing annual operating costs and making recommendations for Department budget.

The incumbent is responsible for participating in short and long-term planning of capital improvement projects.

The incumbent is responsible for developing, coordinating, promoting, and administering funding/grant programs to support specialized activities.

The incumbent is responsible for ultimately reviewing private utility project development plans created and provided to The City by sub-contractors for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.

The incumbent is responsible for overseeing, guiding and directing the Assistant Superintendent to successful completion of any large scale, costly projects.

The incumbent is responsible for oversight and final approval of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

The incumbent is responsible for monitoring Federal, State, and local legislation dealing with recycling and related resource conservation issues.

The incumbent is responsible for representing City interests on committees and at public meetings and hearings.

The incumbent is responsible for inspecting and supervising the repair of waste water quality equipment, sewer collection systems, pumping stations, meters, and treatment plant systems at frequent intervals to ensure all aspects of the systems are functioning properly.

The incumbent is responsible for working with the Assistant Superintendent when communicating with insurance companies for wastewater system failures, leaks, or other problems. This includes evaluating situation, determining if liability lies with City or the property owners and notifying appropriate crew, if necessary.

The incumbent is responsible for monitoring pretreatment users and reviews discharge report to assure compliance with government requirements.

The incumbent will assist in the interviewing, hiring and orientation /training of new employees. By being in the field and observing current processes, the incumbent will identify, develop and implement training including cross training of all new and existing personnel.

SECONDARY JOB FUNCTIONS

The incumbent is responsible for developing, coordinating, promoting, and administering funding/grant programs to support specialized activities.

The incumbent is responsible for researching information, preparing presentations, and making presentations to various educational, civic, business, government and service groups.

The incumbent is responsible for providing technical support to other departments and the public on recycling and related solid waste issues.

The incumbent, in coordination with the Superintendent, is responsible for contacting residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon service will be restored.

The incumbent is responsible for researching information, preparing presentations, and making presentations to various educational, civic, business, government and service groups.

The incumbent is responsible for performing other related job functions as required.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to use standard office equipment and programs to maximize the effectiveness of daily communications and presentations.

The incumbent must have basic knowledge of the operation and use of all tools frequently used, to include hand and power tools.

The incumbent must have the ability to operate all Department vehicles.

The incumbent must have the ability to use a variety of electronic devices such as detection equipment and two-way radio.

CRITICAL SKILLS/EXPERTISE

The incumbent must have depth of knowledge of federal, State, and local standards, laws, and regulations as required and applied in public work areas.

The incumbent must have a depth of knowledge of Department policies, procedures, standards, rules, and regulations, and the ability to explain, support and enforce them.

The incumbent must have a depth of knowledge of City policies, procedures, and requirements relative to public works, and the ability to explain and support them.

The incumbent must have a thorough knowledge of equipment, facilities, materials, methods, and procedures used in wastewater collection and treatment systems.

The incumbent must have a knowledge of sewer pipe installation, connection, and repair.

The incumbent must have a thorough knowledge of wastewater treatment plant operation and maintenance.

The incumbent must have the ability to interpret specific chemical and biological analyses.

The incumbent must have the ability to direct the work of others to achieve work requirements. Includes the ability to explain and enforce established work methods and safety standards.

The incumbent must have the ability to communicate effectively, both in writing and verbally to work with subordinates, City officials, and the public.

The incumbent must have the ability to develop and manage a budget to meet Department needs and within established limitations.

The incumbent must have the ability to organize and schedule Departmental work requirements, and assure that work is done correctly and according to time requirements.

The incumbent must have problem-solving capabilities.

JOB REQUIREMENTS

The incumbent must possess a Class IV Wastewater Certification.

The incumbent must have a four year degree in environmental science, public health, civil engineering, public administration, or a related field. In addition the incumbent must have five years of previous work experience relating to the construction, repair, and maintenance of wastewater collection or treatment systems, including the operation of related maintenance equipment

Directly related job experience and proper certifications may be considered In lieu of a degree,

The incumbent must have a valid Indiana driver's license.

The incumbent is appointed by and reports directly to the Mayor of the City of Franklin. The incumbent may also be required to report to the Board of Works or other Boards as required by law.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent may be required to work both inside and outside, and be exposed to temperatures below 32 degrees and above 100 degrees for periods of more that one hour.

The incumbent may be exposed to noise, vibration, hazards, oil, and atmospheric conditions in which one or more of the following conditions affect the respiratory system and skin: fumes, odors, dusts, mists, gases, or poor ventilation.

SAFETY EQUIPMENT

The incumbent is required to use/operate safety items such as a hard hat, rubber gloves, boots, safety goggles, gas detectors, harness, hoists, fire extinguisher, safety shower, eyewash, and ventilator.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Superintendent 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 _____

Employee Signature:

Date:

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Assistant Superintendent
DEPARTMENT: Dept. of Public Works
STATUS: Full Time
FLSA STATUS: Exempt
DATE WRITTEN: 04/15/2025
DATE REVISED:

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.

Incumbent serves as Assistant Superintendent, reporting to the Superintendent, responsible for direct supervision and training of DPW personnel. The incumbent will assist, in conjunction with the Superintendent, with the implementation and direction of all public works projects and programs. Incumbent is responsible for environmental compliance, sanitary sewers, wastewater treatment plant, solid waste, and assistance with storm sewers. Incumbent is also responsible for safety programs and OSHA compliance, fleet fuel management and communication programs related to public works.

PRIMARY JOB FUNCTIONS / ESSENTIAL FUNCTIONS

The incumbent is responsible to assist in the day-to-day operations and management of all wastewater processes including plant chemistry, maintenance, testing, safe use of chemicals, completion of federal, state and municipal forms for the effective operation of the wastewater plant.

The incumbent will perform daily walk throughs and frequent communication with the employees.

Incumbent will prepare performance reports based on the evaluation of plant and systems performance and make recommendations to the Superintendent as needed.

The incumbent will be responsible for ordering parts and keeping up inventory.

The incumbent is responsible for supervising and inspecting and repair of waste water quality equipment, sewer collection systems, pumping stations, meters, and treatment plant systems at frequent intervals to ensure all aspects of the systems are functioning properly.

The incumbent will assist in the interviewing, hiring and orientation /training of new employees. By being in the field and observing current processes, the incumbent will identify, develop and implement training including cross training of all new and existing personnel.

The incumbent, in coordination with the Superintendent, will be responsible to be on call 24/7 and be responsible for the management of the employee on call schedule.

The incumbent is responsible for planning, scheduling, and implementing construction, maintenance, and operation activities designed to improve wastewater collection and treatment service for the City.

The incumbent shall be trained on all systems, processes and procedures of DPW in order to serve as the back up to the Superintendent when necessary.

The incumbent is responsible for maintaining control and use of materials, supplies, and equipment to be used in the maintenance, construction, and repair of wastewater collection and treatment systems and other Department facilities.

The incumbent is responsible for guiding, directing and monitoring construction projects and subcontractors to ensure compliance with time and budget parameters.

The incumbent is responsible for analyzing annual operating costs and making recommendations to the Superintendent for the department budget as well as participating in short and long-term planning of capital improvement projects.

The incumbent is responsible for the reviewing of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.

The incumbent is responsible for overseeing the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

The incumbent is responsible for coordinating the preparation of reviews and updates the sanitary sewer, storm drainage, database, and comprehensive plans.

The incumbent is responsible for regular attendance at the monthly tech reviews, having responsibility and follow through with items discussed, such as utility projects, development plans created by sub-contractors, for compliance with codes, regulations and standards. Also review of applications for permits and compliance with approved plans.

The incumbent is responsible for responding to the public regarding wastewater system failures, leaks or other problems with the ability to site Department policies and procedures and make recommendations.

The incumbent must have the ability to direct the work of others to achieve work requirements. Including the ability to explain and enforce established work methods and safety standards.

SECONDARY JOB FUNCTIONS

The incumbent is responsible for representing City interests on committees and at public meetings and hearings in the absence of the Superintendent.

The incumbent is responsible for monitoring pretreatment users and reviews discharge report to assure compliance government requirements.

The incumbent is responsible for serving on various employee or other committees as assigned.

The incumbent, in coordination with the Superintendent, is responsible for contacting residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon service will be restored.

The incumbent is responsible for providing technical support to other departments and the public on recycling and related solid waste issues.

The incumbent is responsible for performing other related job functions as required.

EQUIPMENT KNOWLEDGE

The incumbent is responsible for operating power construction and maintenance equipment and tools used in the Department.

The incumbent must have the ability to use standard office equipment and programs to maximize the effectiveness of daily communications and presentations.

The incumbent must have the ability to operate all Department vehicles, and heavy equipment.

The incumbent must have the ability to use a variety of electronic devices such as detection equipment and two-way radio.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a broad knowledge of federal, State, and local standards, laws, and regulations as required and applied in public work areas.

The incumbent must have a broad knowledge of Department policies, procedures, standards, rules, and regulations, and the ability to explain, support and enforce them.

The incumbent must have a broad knowledge of City policies, procedures, and requirements relative to public works, and the ability to explain and support them.

The incumbent must have a thorough knowledge of equipment, facilities, materials, methods, and procedures used in wastewater collection and treatment systems.

The incumbent must have a basic knowledge of sewer pipe installation, connection, and repair.

The incumbent must have a thorough knowledge of wastewater treatment plant operation and maintenance.

The incumbent must have the ability to interpret specific chemical and biological analyses.

The incumbent must have the ability to direct the work of others to achieve work requirements. Includes the ability to explain and enforce established work methods and safety standards.

The incumbent must have the ability to communicate effectively, both in writing and verbally to work with subordinates, City officials, and the public.

The incumbent must have the ability to understand and work within the established departmental budget.

The incumbent must have the ability to organize and schedule Departmental work requirements, and assure that work is done correctly and according to time requirements.

The incumbent must have problem-solving capabilities and must be able to foster positivity and productivity among staff. Incumbent must be a positive leader and lead by example.

JOB REQUIREMENTS

The incumbent must have a high school diploma and 5 years or more of directly related experience working for a municipality in a position of responsible charge, whether formal or informal.

The incumbent must possess a Class IV Wastewater Certification.

Ability to obtain OSHA 10 Certification within one year of hire and updated every five (5) years thereafter.

The incumbent must have a valid Indiana driver's license.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent may be required to work both inside and outside, and be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour.

The incumbent may be exposed to noise, vibration, hazards, oil, and atmospheric conditions in which one or more of the following conditions affect the respiratory system and skin: fumes, odors, dusts, mists, gases, or poor ventilation.

SAFETY EQUIPMENT

The incumbent is required to use/operate safety items such as a hard hat, rubber gloves, boots, safety goggles, gas detectors, SCBA, harness, hoists, fire extinguisher, safety shower, eyewash, and ventilator.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Assistant Superintendent 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 _____

Employee Signature:

Date:

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Plant Foreman
DEPARTMENT: Waste Water Treatment Plant
STATUS: Full-Time
FLSA STATUS: Non-Exempt
REPORTS TO: Assistant Superintendent
DATE WRITTEN:
DATE REVISED: 05/19/2025

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.

JOB OBJECTIVES

Incumbent will be working under the direction of the Assistant Superintendent. WWTP Foreman supervises and directs all personnel involved with the daily operations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Assigns, schedules, monitors, tracks, plans production and performs other supervisory functions for all types of sewer facility installation, repair, replacement and maintenance work.

ESSENTIAL DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably necessary.

Incumbent is responsible to help with scheduling and planning of work and daily tasks and supervision of staff in a variety of work including maintenance, cleaning and repairs, making sure to communicate solutions and recommendations to the Assistant Superintendent.

Incumbent is responsible for monitoring the performance of all equipment, gauges and charts in the treatment plant, to include recording statistical data concerning plant operations, maintaining, operating, repairing and replacing equipment as necessary.

Incumbent is responsible for calibrating, modifying or repairing instrumentation and control equipment, including recorders and other water quality monitoring equipment.

Incumbent is responsible for operating, maintaining, and repairing malfunctions, making sure to communicate solutions and recommendations to the Assistant Superintendent.

Incumbent will organize and direct the wastewater laborers, by scheduling and assigning tasks, providing guidance and training and ensuring safe working conditions.

Incumbent will manage materials, equipment and personnel to ensure projects are completed efficiently and within budget.

Incumbent must have the ability to identify and address potential problems before they occur.

Incumbent must communicate with the Assistant Superintendent to provide updates of job status, pending issues and current and future needs.

Incumbent is responsible for buildings and grounds housekeeping and maintenance.

Incumbent must communicate project and pending project status, personnel problems and any safety concerns to the Assistant Superintendent timely.

Incumbent may be required to perform other functions when needed.

SECONDARY JOB FUNCTIONS

Incumbent may be required to serve as Acting Superintendent when Superintendent is not available. Incumbent must be able to run laboratory in the absence of the laboratory technician. This includes performing all quality control, calibrations and recording and reporting all data in the proper databases for NPDES reporting.

Incumbent may be required to assist others in the performance of Public Work activities.

Incumbent may be required to assist with the collections system and laboratory.

Incumbent may be required to collect samples and identify concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and federal requirements.

Incumbent may be required to gather and test wastewater samples for plant efficiency reports when needed.

Incumbent may be required to attend and represent DPW at meetings and council meetings when Assistant Superintendent is not available.

CRITICAL SKILLS/EXPERTISE

Incumbent must have a thorough knowledge of treatment process and process control to assure proper quality measures.

Incumbent must have a thorough knowledge of laboratory equipment and their use in performing required tests, to include the ability to apply this knowledge in performing tests.

Incumbent must have a thorough knowledge of pump motors, blowers and pump stations to maintain and repair correctly.

Incumbent must have a basic knowledge of electricity and required meters to install/repair wiring and trouble-shoot electrical equipment.

Incumbent must be knowledgeable of Department Policies, procedures and standards and the ability to support them.

Incumbent must have the ability to read and accurately follow diagrams and detailed instructions to repair hydraulic, electrical and mechanical systems.

Incumbent must have the ability to communicate effectively, both in writing and verbally to document lab findings, maintain records and work with Department personnel.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

The incumbent must have a High School Diploma or its equivalent plus special training in the area of wastewater treatment. The Incumbent must possess a valid driver's license and a Class I Wastewater Plant Operations Certification.

Ability to write reports, business correspondence, and procedure manuals. Experience using a personal computer with Windows software. Ability to create spreadsheets and use E-Mail.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements expected are identified as heavy work, and may require the incumbent to work in an hazardous environments. Strenuous activity may be necessary, including heavy lifting and working in tight spaces.

The incumbent may be required to work where he/she will be exposed to temperatures below 32 degrees for periods of more than one hour. The incumbent may be exposed to temperatures above 100 degrees for periods of more than one hour, be exposed to noise, vibration, hazards, oil, and atmospheric conditions in which one or more of the following symptoms affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation

SAFETY EQUIPMENT

The incumbent may be required to use/operate safety equipment such as: hard hat, rubber gloves, ear plugs, safety glasses, welder hood, gloves, harness, ropes, air monitor and laboratory safety equipment.

ACKNOWLEDGEMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I also agree that there is not anything that would keep me from meeting the requirements of this job description.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Collection System Foreman
DEPARTMENT: Sewer Maintenance
STATUS: Full Time
FLSA STATUS: Non-Exempt
Reports To: Assistant Superintendent
DATE WRITTEN:
DATE REVISED: 05/19/2025

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.

JOB OBJECTIVES

Incumbent will be working under the direction of the Assistant Superintendent. Foreman supervises and directs all personnel involved with the daily operations. Carries out responsibilities in accordance with the organization's policies and applicable laws. Assigns, schedules, monitors, tracks, plans production and performs other functions for all types of sewer facility installation, repair, replacement and maintenance work.

ESSENTIAL DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably necessary.

The incumbent is responsible to help with scheduling and planning of work and daily tasks and supervision of staff in a variety of work including maintenance, cleaning and repair of sanitary sewers; making sure to communicate solutions and recommendations to the Assistant Superintendent.

The incumbent will assist in coordinating the work of various crews with other utilities, city departments and independent contractors;

Incumbent will oversee staff to ensure duties are performed in accordance with City Utility safety rules and operating regulations and procedures, establish work rules, carry out policies established by superiors, give performance appraisal input and recommend disciplinary action when needed;

Incumbent must use good judgement and decision-making authority, weighing the circumstances to ensure a decision does not affect the quality and adequacy of work. The Assistant Superintendent will be kept informed of any deviation in plans.

Incumbent will manage materials, equipment and personnel to ensure projects are completed efficiently and within budget.

Incumbent must communicate with the Assistant Superintendent to provide updates of job status, pending issues and current and future needs.

Incumbent must be able to operate trucks and associated equipment.

SECONDARY JOB FUNCTIONS

Remains on-call for emergencies;
Ensures proper care and maintenance of departmental equipment, tools and work areas;
Assists in handling citizen complaints as needed.

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.

CRITICAL SKILLS AND ABILITIES

Incumbent must have the knowledge to identify and address potential problems on the job sites before they occur.

Incumbent must have a thorough knowledge of collection system process to assure proper quality measures.

Incumbent must have a basic knowledge of electricity and required meters to install/repair wiring and trouble-shoot electrical equipment.

Incumbent must be knowledgeable of Department Policies, procedures and standards and the ability to support them.

Incumbent must have a thorough knowledge of pump motors, blowers and pump stations to maintain and repair correctly.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

The incumbent must have a High School Diploma or GED plus special training in the area of sewer maintenance plus five years of increasingly responsible experience in a public sewer utility collection system.

The Incumbent must possess a valid driver's license and a Class I Wastewater Plant Operations Certification.

Specialized vocational training in Construction Technology or a related field is highly desirable.

Ability to write reports, business correspondence, and procedure manuals.

Experience using a personal computer with Windows software.

Ability to create spreadsheets and use E-Mail.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Commercial Driver's License (CDL);

Collection System Class I Certification desired;

Public Works Construction Inspection Certification.

PHYSICAL EFFORT AND WORK ENVIRONMENT

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 stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb on a regular basis, balance, stoop, kneel, crouch, crawl, talk or hear.

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.

Deemed physically fit to wear respirator. Employee exerts effort regularly for sustained periods of time.

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 exposed to fumes or airborne particles, toxic or caustic chemicals, adverse weather conditions including extreme temperatures, humidity, precipitation and dust. Employee enters, exits and works in confined spaces wearing a variety of safety apparatus.

The noise level in the work environment is usually loud. Employee is frequently involved in work that involves a chance of major injury or loss of life.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Collection System 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.

ACKNOWLEDGEMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I also agree that there is not anything that would keep me from meeting the requirements of this job description.

Employee Signature: _____

Employee Printed Name: _____

Date: _____