

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Street Commissioner  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Exempt  
**DATE WRITTEN:**  
**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 is responsible for directing and supervising the work of all Department personnel. Incumbent is responsible for all material assigned to and used by the Department.

#### **PRIMARY JOB FUNCTIONS**

The incumbent is responsible assigning personnel to complete all department work activities.

The incumbent is responsible for directing the work of personnel performing such work activities as brush cutting/removal, leaf removal and sewer maintenance/repair, mowing, weed spraying, fogging streets.

The incumbent is responsible for providing personnel to assist city efforts by performing such activities as picking up bicycles, installing gates, and removing flags after the holidays.

The incumbent is responsible for training personnel in use of the correct work method and safety procedures.

#### **SECONDARY JOB FUNCTIONS**

The incumbent is responsible for assisting in such public service activities as putting out flags for holidays.

The incumbent is responsible for attending city sponsored training programs.

The incumbent is responsible for attending city meeting.

The incumbent is responsible for evaluating all departmental personnel.

The incumbent is responsible for all disciplinary actions required within the department.

The incumbent is responsible for assisting other City departments as requested.

The incumbent is responsible for preparing the proposed budget for review. This budget will indicate materials needed, as well as work force and equipment requirements.

The incumbent is responsible for conducting interviews for part-time and full-time personnel, basing selection upon qualifications and recommendations.

The incumbent is responsible for all street department communication.

The incumbent may be contacted at home to remove snow or other debris from the city streets.  
The incumbent will perform other related duties as required.

### **EQUIPMENT KNOWLEDGE**

The incumbent must have the ability to use such tools as chain saws, rakes, shovels, brooms, and weed eaters.

The incumbent must have the ability to operate all Department equipment. (Chipper, Front End Loader, and Road Grader)

The incumbent must have the ability to operate such electronic devices as a battery charger and a two-way radio.

### **CRITICAL SKILLS/EXPERTISE**

The incumbent must have extensive knowledge of Department policies, procedures, and work methods and the ability to explain and support them.

The incumbent must have extensive knowledge in safety equipment and its usage for the safety of the entire crew.

The incumbent must have the ability to complete work assignments and direct the work of others to assure crew safety.

The incumbent must have the ability to supervise and direct the work of subordinate personnel to achieve department requirements with set standards and established work schedules.

The incumbent must have the ability to communicate effectively, both in writing and verbally,

The incumbent must have the ability to issue work assignments.

### **JOB REQUIREMENTS**

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

The incumbent must possess a valid drivers license.

The incumbent should be able to obtain a CDL if required.

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**

Incumbent may be required to work in situations which require him/her to lift objects heavier than 30 pounds for extended periods.

The incumbent is required to work inside with protection from weather conditions, but not necessarily from temperature changes. The incumbent may also be asked to work outside, which may expose him/her to loud noises, vibrations, and extreme weather conditions.

### **SAFETY EQUIPMENT**

The incumbent is required to wear a hard hat, safety vest, gloves, safety toe shoes, safety glasses, welding glasses and rubber gloves.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Street Commissioner 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 Arborist  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.

Individual is primarily responsible for coordinating and performing tree inventory, maintenance, planting, risk assessment and removals on public right-of-ways and grounds. Individual will develop and maintain a work plan for the City's tree inventory to include an urban forestry storm response plan. Individual will also assist with other aspects of the Street Department daily maintenance operations that are non arborist related duties.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for coordinating and performing all tree maintenance activities, this includes but not limited to tree planting, pruning, removal, herbicide application and spraying.

Individual is responsible for performing/overseeing chipping of brush and limbs relating to arborist activities.

Individual is responsible for maintaining and updates of the City's tree inventory to include but not limited to planting activities, trimming, spraying, and vegetation removal.

Individual is responsible for purchase and inspection of plant materials required for City's entire tree inventory program.

Individual is responsible for coordinating and monitoring contracted tree services.

Individual is responsible for assisting other City departments, non-profits and general public best management practices on forestry operations.

Individual is responsible for assisting with planning and designating recommend tree species to be used for both public and private developments.

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.

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for assisting Street Maintenance Supervisor and/or Street Commissioner in directing, identifying and overseeing the work of Department personnel performing tree planting, trimming and removal.

Individual is responsible for assisting the Tree Board with special urban forestry related events and activities for the City such as Arbor Day and Tree City USA programs.

Individual is responsible for participating in receiving and researching complaint(s) from residents regarding City's tree inventory, advise residents or appropriate agency on recommendations to include scheduling

equipment and personnel to rectify the complaint(s) as necessary.

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

Individual performs other related duties as assigned related to the overall operation of the Street Department.  
Equipment Knowledge:

Individual must have the ability to operate all Department equipment commonly used in a Tree City USA best management practices comprehensive program such as but not limited to Aerial Bucket Truck, chippers, stump grinders, chain saws and spraying equipment and properly demonstrate to Department personnel the proper and safe operational procedures.

Individual must have the ability to operate such as but not limited to Loader/Backhoe, Front End Loader, Catch Basin Cleaner, Dump Truck and Ice/Snow Removal units.

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

Critical Skills/Expertise:

Individual must have a minimum of three (3) years experience of forestry and horticulture including urban forestry operations, tree and landscaping maintenance.

Individual must have competent knowledge of Tree City USA programs.

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.

**JOB REQUIREMENTS**

Individual must have a Bachelor's Degree in urban forestry, horticulture or closely related field.

Individual must be an International Society of Arboriculture (ISA) Certified Arborist.

Individual must possess and maintain valid Indiana herbicide/pesticide operator's license with ornamental and turf grass certifications.

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

Individual reports directly to the Street Maintenance Supervisor 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 primarily required to work outside, which may expose her/him to loud noises, vibrations and extreme inclement weather conditions; however some job duties will be carried out in an office environment.

**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 Arborist 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:**

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-a-ways to include catch basins, curbs, sidewalks, storm drains, street sweeping, tree inventory and appropriate signage. Individual is responsible for assisting the Street Maintenance Supervisor.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for performing/overseeing maintenance work as repairing sidewalk and street surfaces with asphalt, concrete and/or stone as required.

Individual is responsible for performing/overseeing snow removal and pre-treating of street surfaces as required by weather events.

Individual is responsible for completing/overseeing such right-of-way duties as installing/replacing appropriate signage and proper drainage ditch maintenance.

Individual is responsible for participating/overseeing work as fogging and spraying for mosquito and weed control design to improve/upgrade conditions within City.

Individual is responsible for participating/overseeing catch basin and storm drain maintenance/repair as needed.

Individual is responsible for participating/overseeing all tasks associated with tree inventory to include planting, pruning, removal and stump grinding.

Individual is responsible for participating/overseeing the 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.  
Secondary Job Functions:

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

Individual is responsible for participating in receiving and researching complaint(s) from residents and

scheduling equipment and personnel to rectify the complaint(s).

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

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 Supervisor in her/his absence.

#### **EQUIPMENT KNOWLEDGE**

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.

#### **JOB 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 Supervisor 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 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

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Office Manager  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.

Individual performs a variety of office responsibilities in support of Department operations. Individual assists in preparing and tracking of Department budget, maintaining an electronic data base of invoices, claims and other expenditures related to Department budget that will enable critical analyze of same. Individual serves as initial contact with general public answering inquiries or directing those individuals in the appropriate direction. Individual serves as dispatcher for the Department.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for processing Department invoices and claims to include updating budget records using Excel program to ensure accuracy of data.

Individual is responsible for maintaining electronic time cards and records on Department employees required by DOT.

Individual is responsible for answering department phones, responding to caller's inquiries and/or directing caller to appropriate Department personnel.

Individual is responsible for responding and/or mailing Department correspondence using a Micro Soft Word program.

Individual is responsible for maintaining contact with Department personnel and vehicles in the field via two-way radio system.

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for working with Department crews providing support to city programs.

Individual is responsible for ordering and tracking of supplies for the Department concrete repair, painting/stripping and sign maintenance program.

Individual receives & schedules emergency responses to resident inquiries.

Individual performs other related duties as assigned related to the overall operation of the Street Department.

Individual is responsible for assisting Street Maintenance Supervisor or Crew Leader in directing and scheduling of the appropriate equipment and personnel to performed required work.

#### **JOB REQUIREMENTS**

Individual must have the ability to operate office machines such as but not limited to computer

Individual must have the ability to use a variety of hand tools to assist in Departmental work.

Individual must have the ability to operate light duty department equipment/vehicles.

Individual's primary work location is inside the Department's facility with protection from weather conditions, but with varying noise levels and temperature changes. The individual may also be required to work outside which may expose her/him to loud noises, vibrations and extreme weather conditions.

Individual must have a high school diploma or GED, plus related work experience.

Individual must possess a valid driver's license.

Individual must be able to obtain a CDL with Class B endorsement if required.

Individual reports directly to the Street Commissioner and/or her/his designee.

#### **CRITICAL SKILLS/EXPERTISE**

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

Individual must have specialized knowledge of and ability to apply City procedures for maintaining payroll and financial records.

Individual must have the ability to communicate effectively in writing and verbally to affectively deal with private sector individuals and internal personnel.

Individual must have the ability to complete all work responsibilities in a safe manner using/following established safety procedures.

Individual must have the ability to follow established office procedures used in processing telephone calls (internal/external), correspondence and maintaining Department/City records.

#### **WORKING RELATIONSHIPS**

Individual must interact with Departmental personnel, private sector contractors, their employees, the general public and other City workers in a professional manner assisting them in checking records, providing services as required and supporting their work efforts.

#### **SAFETY EQUIPMENT**

The 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 Office Manager is 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:** Senior Street Maintenance Worker  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.

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

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for performing maintenance work as repairing sidewalk and street surfaces with asphalt, concrete and/or stone as required.

Individual is responsible for performing snow removal and pre-treating of street surfaces as required by weather events.

Individual is responsible for performing such right-of-way duties as installing/replacing appropriate signage and proper drainage ditch maintenance.

Individual is responsible for performing work as fogging and spraying for mosquito and weed control design to improve/upgrade conditions within City.

Individual is responsible for performing catch basin and storm drain maintenance/repair as needed.

Individual is responsible for participating in tasks associated with tree inventory to include planting, pruning, removal and stump grinding.

Individual is responsible for participating in the 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.

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for assisting Street Maintenance Supervisor and/or Street Crew Leader in mentoring/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 Supervisor or Street Crew Leader in determining the appropriate equipment and personnel to perform required work.

Individual is responsible for assuming the responsibilities of the Street Maintenance Crew Leader in her/his absence if asked.

Individual is responsible for participating in receiving and researching complaint(s) from residents and

scheduling equipment and personnel to rectify the complaint(s).

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

Individual performs other related duties as assigned related to the overall operation of the Street Department.

### **EQUIPMENT KNOWLEDGE**

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 mentor other Department personnel unfamiliar with that equipment in proper and safe operational procedure.

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.

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

Individual must have sufficient 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 competent 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 follow & complete work assignments, and direct the work of others as required assuring crew safety.

Individual must have the ability to communicate effectively, in writing and verbally.

Individual must be familiar in collecting 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.

### **JOB 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 Supervisor or Street Maintenance Crew Leader.

### **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 Senior Street Maintenance Worker is 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 Laborer  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.

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

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for assisting in maintenance work as repairing sidewalk and street surfaces with asphalt, concrete and/or stone as required.

Individual is responsible for assisting in snow removal and pre-treating of street surfaces as required by weather events.

Individual is responsible for assisting in right-of-way duties such as installing/replacing appropriate signage and proper drainage ditch maintenance.

Individual is responsible for assisting in such work as fogging and spraying for mosquito and weed control design to improve/upgrade conditions within City.

Individual is responsible for assisting in catch basin and storm drain maintenance and repair as needed.

Individual is responsible for assisting in tasks associated with tree inventory to include planting, pruning, removal and stump grinding.

Individual is responsible for assisting in the chipping of brush, limbs and leafing operation.

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

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for assisting the Street Maintenance Supervisor, Street Crew Leader or Senior Street Worker in assembling the appropriate equipment and tools for required work.

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

Individual performs other related duties as assigned related to the overall operation of the Street Department.

#### **EQUIPMENT KNOWLEDGE**

Individual must demonstrate the capabilities & willingness to learn proper operation of 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.

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

**CRITICAL SKILLS/EXPERTISE**

Individual must have common knowledge requirements of a street maintenance worker.

Individual must have common knowledge to locate sewer and storm lines.

Individual must have the ability to comprehend Department policies, procedures, and work methods and the ability to explain and support them

Individual must have common knowledge in safety equipment and its proper usage for the safety of the entire crew

Individual must have the ability to follow & complete work assignments as required to assure crew safety

Individual must have the ability to communicate effectively, verbally and in writing.

**JOB REQUIREMENTS**

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

Individual must possess a valid driver's license.

Individual must be able to acquire a CDL Class B, with air brake endorsement within one (1) year of employment.

Individual reports directly to the Street Maintenance Supervisor, Street Maintenance Crew Leader or other senior members of Department staff as work load requires.

**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 him/her to loud noises, vibrations, and extreme inclement weather conditions

**SAFETY EQUIPMENT**

The 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 Laborer 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 Worker  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.

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

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for participating in maintenance work as repairing sidewalk and street surfaces with asphalt, concrete and/or stone as required.

Individual is responsible for participating in snow removal and pre-treating of street surfaces as required by weather events.

Individual is responsible for participating in right-of-way duties such as installing/replacing appropriate signage and proper drainage ditch maintenance.

Individual is responsible for participating in such work as fogging and spraying for mosquito and weed control design to improve/upgrade conditions within City.

Individual is responsible for participating in the chipping of brush, limbs and leafing operation.

Individual is responsible for assisting in catch basin and storm drain maintenance and repair as needed.

Individual is responsible for assisting in tasks associated with tree inventory to include planting, pruning, removal and stump grinding.

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

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for assisting the Street Maintenance Supervisor or Street Crew Leader in assembling the appropriate equipment and personnel to perform required work.

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

Individual performs other related duties as assigned related to overall operation of the Street Department.

#### **EQUIPMENT KNOWLEDGE**

Individual must demonstrate 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.

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

#### **CRITICAL SKILLS/EXPERTISE**

Individual must have a minimum of two (2) years experience as a street maintenance worker assistant or laborer.

Individual must have the ability to locate sewer and storm lines.

Individual must be able to comprehend Department policies, procedures, and work methods and the ability to explain and support them.

Individual must have through knowledge in safety equipment, procedures and proper usage for the safety of the entire crew.

Individual must have the ability to follow & complete work assignments as required to assure crew safety.

Individual must have the ability to communicate effectively, verbally and in writing.

Individual must demonstrate 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.

#### **JOB 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 Supervisor, Street Maintenance Crew Leader or Senior Department staff personnel as workload requires.

#### **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 him/her 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 Worker 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 Supervisor  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.

Individual is responsible for assisting Street Commissioner in directing Department personnel in 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.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for directing/overseeing of Department personnel performing street maintenance work as repairing sidewalk and street surfaces with asphalt, concrete and/or stone as required.

Individual is responsible for performing/overseeing snow removal and pre-treating of street surfaces as required by weather events.

Individual is responsible for directing/overseeing of Department personnel work in right-of-way duties such as installing/replacing appropriate signage and proper drainage ditch maintenance.

Individual is responsible for directing/overseeing Department personnel work in catch basin and storm drain maintenance/repair as required.

Individual is responsible for directing/overseeing Department personnel in managing the tree inventory to include planting, pruning, removal and stump grinding.

Individual is responsible for directing/overseeing Department personnel in the chipping of limbs, brush and leafing operations.

Individual is responsible for participating/overseeing work as fogging and spraying for mosquito and weed control design to improve/upgrade conditions within City.

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

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

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for assisting in development and presentation of Departmental safety program, including monthly safety meetings.

Individual recommends new hires, disciplinary actions, provides input on employee evaluations and assist in identifying Departmental training needs.

Individual keeps abreast of current and updated methods, procedures and techniques used in the day-to-day work routine of a Street Department operation.

Individual performs other related duties as assigned related to the overall operation the Street Department.

Individual is responsible for assuming the responsibilities of the Street Commissioner in her/his absence.

### **EQUIPMENT KNOWLEDGE**

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 such common tools such as but not limited to chain saws, rakes, shovels, brooms, and weed eaters.

### **CRITICAL SKILLS/EXPERTISE**

Individual must have extensive knowledge of City Ordinances, Departmental policies, procedures, and work methods, State law & regulations, adheres to all and has the ability to explain and support them.

Individual must have extensive knowledge of City sewer & storm drain systems and the ability to locate sewer and storm lines.

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

Individual must have the ability to complete work assignments, issue work assignments and direct the work of others safely in completion of issued assignments.

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.

### **JOB REQUIREMENTS**

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

Individual must have ten (10) years work related experience in a street maintenance operation. Five (5) years must have been in a Crew Leader type position.

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

Individual reports directly to the Street Commissioner.

### **PHYSICAL EFFORT AND 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 the 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 Supervisor 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:** Fleet Maintenance Technician  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.

Individual performs regularly scheduled preventive maintenance and scheduled/ unscheduled repairs on department equipment and vehicles to keep them operationally ready for intended use by street crew members. Individual shall maintain a data base of preventive maintenance and scheduled/unscheduled repairs costs on all department equipment and vehicles that will enable critical analysis of projected life cycle of same.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for establishing a regularly scheduled preventive maintenance program for all department equipment and vehicles.

Individual is responsible for performing scheduled/unscheduled mechanical repairs on all department equipment and vehicles on an as required basis.

Individual is responsible for maintaining an electronic data base of all regularly scheduled preventive maintenance and scheduled/unscheduled repairs.

Individual is responsible for maintaining a sufficient inventory of maintenance items such as parts, oil & lubricants (POL) that enable expeditious repairs.

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for working with department crews providing support to city programs.

Individual is responsible for ordering and tracking of supplies for the garage operation.

Individual performs other related duties as assigned related to the overall operation of the Fleet Maintenance Department.

#### **EQUIPMENT KNOWLEDGE**

Individual must have the ability to use a variety of hand tools common to the trade in an equipment/vehicle maintenance operation to complete work as required.

Individual must have the ability to operate machines used in equipment/vehicle maintenance repair facility as such but not limited to a drill press, hand drill, grinder, saws, battery charger and air tools.

Individual must have the ability to operate all department equipment/vehicles to enable proper diagnosis and make correct repairs.

Individual must have the ability to operate all necessary office equipment used in an equipment/vehicle maintenance operation such as but not limited to a computer based tracking system for equipment/vehicles maintenance and repairs both scheduled/unscheduled, a POL inventory and City radio communications system.

**Critical Skills/Expertise:**

Individual must have thorough knowledge of and the ability to properly diagnosis and repair diesel/gasoline engines in the fleet.

Individual must have a specialized knowledge of electronics to properly diagnosis and repair such systems in vehicles/equipment in the fleet.

Individual must have knowledge of closed and open loop hydraulic systems to properly diagnosis and repair various systems on the equipment/vehicles in the fleet.

Individual must have the ability to complete all work responsibilities in a safe manner using/following established safety procedures for an equipment/vehicle maintenance operation.

Individual must have the ability to follow instructions/diagrams in equipment/vehicle manuals in electronic & print formats.

Individual must have the ability and knowledge to ensure that all equipment/vehicles are in compliance with all Federal & State DOT requirements.

**JOB REQUIREMENTS**

Individual must have a high school diploma or equivalent, plus related work experience.

Individual must possess a valid driver's license.

Individual must be able to obtain a CDL with Class B, with air brake endorsement.

Individual reports directly to the Fleet Maintenance Director.

**PHYSICAL EFFORT AND ENVIRONMENT**

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

Individual's primary work location is inside the Department's facility with protection from weather conditions, but with varying noise levels and temperature changes. The individual may also be required to work outside which may expose her/him to loud noises, vibrations and extreme weather conditions.

**SAFETY EQUIPMENT**

The 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 Fleet Maintenance Technician 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:** Fleet Maintenance Director  
**DEPARTMENT:** MVH/Street  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**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.**

Individual performs regularly schedule preventive maintenance and scheduled/ unscheduled repairs on department equipment and vehicles to keep them operationally ready for intended use by street crew members. Individual shall maintain a data base of preventive maintenance and scheduled/unscheduled repairs costs on all department equipment and vehicles that will enable critical analyze of projected life cycle of same.

#### **PRIMARY JOB FUNCTIONS**

Individual is responsible for establishing a regularly scheduled preventive maintenance program for all department equipment and vehicles.

Individual is responsible for performing scheduled/unscheduled mechanical repairs on all department equipment and vehicles on an as required basis.

Individual is responsible for maintaining an electronic data base of all regularly scheduled preventive maintenance and scheduled/unscheduled repairs.

Individual is responsible for maintaining a sufficient inventory of maintenance items such as parts, oil & lubricants **(POL)** that enable expeditious repairs.

#### **SECONDARY JOB FUNCTIONS**

Individual is responsible for working with department crews providing support to city programs.

Individual assists in locating new equipment for the department.

Individual is responsible for ordering and tracking of supplies for the garage operation.

Individual performs other related duties as assigned related to the overall operation of the Street Department.

#### **EQUIPMENT KNOWLEDGE**

Individual must have the ability to use a variety of hand tools common to the trade in an equipment/vehicle maintenance operation to complete work as required.

Individual must have the ability to operate machines used in equipment/vehicle maintenance repair facility as such but not limited to a drill press, hand drill, grinder, saws, battery charger and air tools.

Individual must have the ability to operate all department equipment/vehicles to enable proper diagnosis and make correct repairs.

Individual must have the ability to operate all necessary office equipment used in an equipment/vehicle maintenance operation such as but not limited to a computer based tracking system for equipment/vehicles

maintenance and repairs both scheduled/unscheduled, a POL inventory and City radio communications system.

#### **CRITICAL SKILLS/EXPERTISE**

Individual must have thorough knowledge of and the ability to properly diagnosis and repair diesel/gasoline engines in the fleet.

Individual must have a specialized knowledge of electronics to properly diagnosis and repair such systems in vehicles/equipment in the fleet.

Individual must have knowledge of closed and open loop hydraulic systems to properly diagnosis and repair various systems on the equipment/vehicles in the fleet.

Individual must have the ability to complete all work responsibilities in a safe manner using/following established safety procedures for a equipment/vehicle maintenance operation.

Individual must have the ability to follow instructions/diagrams in equipment/vehicle manuals in electronic & print formats.

Individual must have the ability and knowledge to ensure that all equipment/vehicles are in compliance with all Federal & State DOT requirements.

#### **JOB REQUIREMENTS**

Individual must have a high school diploma or equivalent, plus related work experience.

Individual must possess a valid driver's license.

Individual must be able to obtain a CDL with Class B, with air brake endorsement.

Individual reports directly to the Street Commissioner.

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

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

Individual's primary work location is inside the Department's facility with protection from weather conditions, but with varying noise levels and temperature changes. The individual may also be required to work outside which may expose her/him to loud noises, vibrations and extreme weather conditions.

#### **SAFETY EQUIPMENT**

The 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 Fleet Maintenance Director 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 \_\_\_\_\_

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Applicant/Employee Signature

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Date