

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Administrative Assistant
DEPARTMENT: Community Development/Planning and Engineering
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.

The incumbent is responsible for providing secretarial support to the staff of the Community Development Department and the Planning and Engineering Department.

PRIMARY JOB FUNCTIONS

Responsible for scheduling building inspections and processing building permits.

Responsible for maintaining office systems and procedures, providing information to the public both in person and electronically.

Responsible for the ordering and organization of all office supplies.

Responsible for processing claims and maintaining financial record. Assists Directors with budget management and planning.

Acts as the recording secretary for the Economic Development Commission, Redevelopment Commission, Plan Commission and Board of Zoning Appeal and is responsible for taking meeting minutes.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, copy machine, and pager system.

Incumbent must have the ability to operate Department vehicle.

Incumbent must have the ability to use electronic devices such as cellular phones.

CRITICAL SKILLS /EXPERTISE

The incumbent is responsible for effectively communicating both in writing and verbally to assist the Department and the public.

Ability to utilize a variety of computer software programs including, Microsoft Word, Excel, Access and Publisher.

Thorough knowledge of local government structure and procedures is necessary.

Must display a thorough knowledge of Department and City policies and procedures, and the ability to apply them in order to complete assigned work responsibilities.

JOB REQUIREMENTS

The Administrative Assistant should possess at least a high school education or equivalent plus two (2) years of experience as an office manager, professional secretary, or file clerk is required.

The incumbent reports to the Director of Planning and Engineering and the Director of Community Development.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent is expected to work in a position, which has been identified as light.

The incumbent is expected to work in a safe manner consistent with an office.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Administrative Assistant for the Community Development/Planning and Engineering Department 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: Building Official
DEPARTMENT: Planning and Engineering
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.

The incumbent is responsible for administering the building inspection services functions of the Department of Planning and Engineering. This includes reviewing permit application materials, inspecting construction sites, enforcing the Building Code, and maintaining permit files.

PRIMARY JOB FUNCTIONS

Incumbent is responsible for communicating with State and Federal agencies regarding building codes and public safety.

Incumbent is responsible for enforcing local, State, and Federal construction codes.

Incumbent is responsible for performing the appropriate inspections on all construction in the city.

Incumbent is responsible for enforcing unsafe buildings, minimum housing standards, building codes, and construction and housing related municipal codes.

Incumbent is responsible for providing building code interpretations to the public and contractors as appropriate.

Incumbent is responsible for maintain department building permit files.

SECONDARY JOB FUNCTIONS

Incumbent is responsible for assisting the public when necessary.

Incumbent is responsible for reviewing all building permit applications for conformance with Indiana Residential Code and Indiana Commercial Building Code.

Incumbent is responsible for maintaining applicable office files in a variety of electronic and paper-copy databases for the purpose of future reference.

Incumbent is responsible for reporting to the Plan Commission, Board of Works, and City Council as needed.

Incumbent performs other related/non-related functions as required.

The incumbent must interpret and understand codes and ordinances in order to enforce them.

The incumbent makes major contributions involving the authoritative application of city policies.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, and copy machine.

Incumbent must have the ability to operate Department vehicle.

Incumbent must have the ability to use field and office-measuring tools.

Incumbent must have the ability to use electronic devices such as circuit tester and cellular phones.

CRITICAL SKILLS/EXPERTISE

Incumbent must have a thorough knowledge of building codes, inspections, and file maintenance practices, rules and techniques as developed through construction and training experience.

Certification of building codes is preferred or able to obtain within one year.

Incumbent must have an extensive knowledge of Indiana building laws.

Incumbent must have an extensive knowledge of basic construction practices.

Incumbent must have an extensive knowledge of city ordinances.

Incumbent must display a broad knowledge of the history, principles, theories, and practices of the building profession.

Incumbent will be required to react to unprecedented and highly variable issues by both applying accepted theories and techniques and by developing new theories related to local conditions.

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

JOB REQUIREMENTS

The incumbent must have a high school diploma or its equivalent plus a minimum of 2 years of construction experience. Continued education in the area of building codes and ordinances is a requirement.

The incumbent reports directly to the Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent is expected to work in a position, which has been identified as light. However, will be required to climb, crawl, and enter spaces in which physical exertion may be required.

The incumbent is expected to work in a safe manner consistent with an office, and construction site environments.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Building Official for Planning and Engineering Department 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: Civil Technician
DEPARTMENT: Planning and Engineering
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: January 2014
DATE REVISED: January 2014

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 designing and/or reviewing construction plans, inspecting projects to ensure compliance with ordinances and technical specifications, providing support to City Departments, Boards, and Commissions, and supervising departmental staff in support of same.

ESSIENTIAL DUTIES/RESPONSIBILITIES

Maintain and update subdivision bond files, review site development and construction plans, and perform on-site inspections to ensure compliance with ordinances and engineering standards, including residential, commercial and industrial projects;

Correspond/communicate with developers and project engineers;

Receive and respond to inquiries and complaints from the public, or direct same to appropriate individual or City Department;

Prepare specifications for City construction projects, such as drainage and street projects, parking facilities, parks projects, and for equipment purchases for Board of Public Works and Safety or other City Departments; Inspect various projects during and after construction to ensure compliance with project plans, specifications, and City ordinances;

Perform on-site surveys;

Complete and coordinate documents for related contracts, coordinate projects with other government agencies, and provide technical project support to other City Departments;

Review, approve, and inspect street cut permits;

Review invoices submitted for City construction projects to ensure that they are correct and proper, and submit documentation to Clerk-Treasurer for processing of claims;

Prepare change orders for review and approval by City Engineer and Board of Public Works and Safety;

Serve as representative for City on the Technical Committee of the Indianapolis Metropolitan Planning Organization;

Review requests from developers for acceptance of construction work and acceptance and release of performance and maintenance guarantees, and prepare summaries and recommendations for such requests for consideration by the Board of Public Works and Safety;

Prepare reports, review requirements, and maintain compliance with the City Municipal Separate Storm Sewer System (MS4) program;

Assist in acquisition of easements and rights-of-way for City projects, including coordination with property owners;

Monitor and maintain City street inventory, and submit information to Indiana Department of Transportation;

Acts on behalf of City Engineer in his/her absence;

Performs other duties as assigned.

JOB REQUIREMENTS

Minimum of an associate's degree in Construction, Civil Engineering or related field or equivalent work experience;

Working knowledge of and ability to make practical application of accepted engineering principles and practices for design and construction of public works projects;

Working knowledge of and ability to properly operate standard office, surveying and drafting equipment, such as level, transit, computer, plotter and calculator;

Knowledge and ability to use CAD and GIS software;

Ability to compute and calculate results of tests, read and interpret detailed prints, sketches and specifications, and prepare detailed documents and reports;

Ability to effectively communicate orally and in writing with co-workers, other City Departments, regulating agencies, contractors, developers, and the public, including sensitivity to professional ethics, gender, cultural diversities and disabilities;

Ability to plan and layout assigned work projects, and work on multiple concurrent tasks, often under time constraints;

Ability to understand and follow written and oral instructions, and work alone and with others in a team environment with minimum supervision;

Ability to physically perform assigned duties, including sitting or standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, bending, crouching/kneeling, handling/grasping objects, close and far vision, and exposure to adverse weather and extreme temperatures;

Ability to occasionally work extended and/or evening hours;

Ability to occasionally travel out of town, possibly with overnight stays required;

Knowledge and practical application of safety rules and practices for construction and inspection of construction projects, including the ability to assist co-workers in their usage;

A valid Indiana driver's license and demonstrated safe driving record.

These are the minimums required to perform the essential duties/requirements of this position.

INDEPENDENT ACTION AND JUDGEMENT

Incumbent performs according to technical specifications and standard practices of the profession, exercising independent judgment in monitoring construction projects and determining compliance with ordinances, project specifications and engineering standards. Incumbent applies standard Department policies and procedures to individual situations, with departures from guidelines and instructions discussed with supervisor.

Work is reviewed by supervisor on a regular basis for attainment of objectives and technical accuracy.

INTERPERSONAL RELATIONSHIP SKILLS

Incumbent maintains frequent contact with co-workers, other City Departments, regulating agencies, contractors, engineers and the public for purposes of exchanging and explaining information. Relationships with other City employees and the public require courtesy and tact.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in an office environment and outdoors, which may involve sitting or standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, bending, crouching/kneeling, handling/grasping objects, close and far vision, and exposure to adverse weather and extreme temperatures. Incumbent occasionally works extended, evening, and/or weekend hours, and occasionally travels out of town, possibly with overnight stays required.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Civil Technician for Planning and Engineering Department 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: Project Manager
DEPARTMENT: Planning and Engineering
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: January 2014
DATE REVISED: January 2014

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 Project Manager and is responsible for working with the Director to identify the means and methods to achieve goals of the City, to develop the work plans necessary to implement those goals, to ensure compliance with City ordinances, and to develop metrics to assess the effectiveness of programs in the planning and engineering department.

ESSENTIAL DUTIES/RESPONSIBILITIES

Maintain and update subdivision bond files, review site development and construction plans, and perform on-site inspections to ensure compliance with ordinances and engineering standards, including residential, commercial and industrial projects;

Correspond/communicate with developers and project engineers;

Receive and respond to inquiries and complaints from the public, or direct same to appropriate individual or City Department;

Prepare specifications for City construction projects, such as drainage and street projects, parking facilities, parks projects, and for equipment purchases for Board of Public Works and Safety or other City Departments; Inspect various projects during and after construction to ensure compliance with project plans, specifications, and City ordinances;

Perform on-site surveys;

Complete and coordinate documents for related contracts, coordinate projects with other government agencies, and provide technical project support to other City Departments;

Review, approve, and inspect street cut permits;

Review invoices submitted for City construction projects to ensure that they are correct and proper, and submit documentation to Clerk-Treasurer for processing of claims;

Prepare change orders for review and approval by City Engineer and Board of Public Works and Safety;

Serve as representative for City on the Technical Committee of the Indianapolis Metropolitan Planning Organization;

Review requests from developers for acceptance of construction work and acceptance and release of performance and maintenance guarantees, and prepare summaries and recommendations for such requests for consideration by the Board of Public Works and Safety;

Prepare reports, review requirements, and maintain compliance with the City Municipal Separate Storm Sewer System (MS4) program;

Assist in acquisition of easements and rights-of-way for City projects, including coordination with property owners;

Monitor and maintain City street inventory, and submit information to Indiana Department of Transportation; Acts on behalf of City Engineer in his/her absence;

Performs other duties as assigned.

JOB REQUIREMENTS

Bachelor of Science in Civil Engineering from an accredited ABET school, Construction Technology, or a related area, or equivalent combination of education and experience;

Working knowledge of and ability to make practical application of accepted engineering principles and practices for design and construction of public works projects;

Working knowledge of and ability to properly operate standard office, surveying and drafting equipment, such as level, transit, computer, plotter and calculator;

Knowledge and ability to use CAD and GIS software;

Ability to compute and calculate results of tests, read and interpret detailed prints, sketches and specifications, and prepare detailed documents and reports;

Ability to effectively communicate orally and in writing with co-workers, other City Departments, regulating agencies, contractors, developers, and the public, including sensitivity to professional ethics, gender, cultural diversities and disabilities;

Ability to plan and layout assigned work projects, and work on multiple concurrent tasks, often under time constraints;

Ability to understand and follow written and oral instructions, and work alone and with others in a team environment with minimum supervision;

Ability to physically perform assigned duties, including sitting or standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, bending, crouching/kneeling, handling/grasping objects, close and far vision, and exposure to adverse weather and extreme temperatures;

Ability to occasionally work extended and/or evening hours;

Ability to occasionally travel out of town, possibly with overnight stays required;

Knowledge and practical application of safety rules and practices for construction and inspection of construction projects, including the ability to assist co-workers in their usage;

A valid Indiana driver's license and demonstrated safe driving record.

Reports to Director Planning & Engineering / City Engineer.

These are the minimums required to perform the essential duties/requirements of this position.

INDEPENDENT ACTION AND JUDGEMENT

Incumbent performs according to technical specifications and standard practices of the profession, exercising independent judgment in monitoring construction projects and determining compliance with ordinances, project specifications and engineering standards. Incumbent applies standard Department policies and procedures to individual situations, with departures from guidelines and instructions discussed with supervisor.

Work is reviewed by supervisor on a regular basis for attainment of objectives and technical accuracy.

INTERPERSONAL RELATIONSHIP SKILLS

Incumbent maintains frequent contact with co-workers, other City Departments, regulating agencies, contractors, engineers and the public for purposes of exchanging and explaining information. Relationships with other City employees and the public require courtesy and tact.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in an office environment and outdoors, which may involve sitting or standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, bending, crouching/kneeling, handling/grasping objects, close and far vision, and exposure to adverse weather and extreme temperatures. Incumbent occasionally works extended, evening, and/or weekend hours, and occasionally travels out of town, possibly with overnight stays required.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Project Manager for Planning and Engineering Department 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: Engineer
DEPARTMENT: Planning and Engineering
STATUS: Full Time
FLSA STATUS: Exempt
DATE WRITTEN: June 2012
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.

Performs administrative, supervisory, and professional engineering work necessary to manage the engineering, construction inspection, survey, traffic, and development design, capital budgets of the Engineering Department and to fulfill the statutory obligations of the City Engineer's position.

ESSENTIAL FUNCTIONS AND DUTIES

Plans, directs and coordinates the Engineering Department's work plan; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

Oversees the checking of plans and specifications for compliance with municipal ordinances and policies.

Maintains responsibility for the construction inspection of all street, storm sewers, site development plans, subdivision developments, and other applicable engineering projects.

Oversees the preparation of plans and contract specifications for Public Works projects and handles bidding and bid openings for these projects; oversees project progress and assists in directing of projects as required.

Oversees activities involving street design, drainage structures and repairs, sanitary sewer installations, traffic controls, street paving program, sidewalk replacement program, and other municipal engineering functions.

Reviews and approves traffic changes on all city streets other than state highways within the city.

Responds to public or other inquiries relative to engineering policies and procedures on specific projects and other information.

Evaluates issues and options regarding municipal public works and makes recommendations.

Oversees activities related to the acquisition and disposition of public property for the purposes of right-of-way projects.

Pursues Federal and State funding for transportation projects and manages state/federal grants on all assigned projects.

Provides advisory and expert witness services to other city departments on matters related to professional civil engineering.

Represents the department and presents the City's position at various meetings, including Board of Public Works and Safety, City Council, Redevelopment Commission, Technical Review Committee, Plan Commission and other

meetings as directed by the Mayor.

Prepares, manages and coordinates the development of the departmental annual budget.

JOB REQUIREMENTS

Bachelor's Degree in civil engineering or related field and five years of experience in municipal engineering with at least two years in a supervisory capacity.

Must be registered as a Professional Engineer at the time of hire with registration in the State of Indiana obtained by the end of twelve (12) months of employment.

Possession of a valid Indiana driver's license is also required.

Operate an office computer and a variety of word processing and software applications, including engineering and drafting programs.

Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws, and regulations.

Ability to perform various supervisory/managerial functions, including the ability to supervise, train, evaluate and lead the work of others.

Ability to prioritize work activities and projects to meet deadlines.

Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.

Ability to conduct necessary engineering research and compile comprehensive reports.

Skill in public relations involving various infrastructure problems under stressful conditions.

Ability to represent department issues before elected officials, advisory boards, and citizen groups.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate. Casual and/or professional dress for general office work.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Engineer for Planning and Engineering Department 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: Code Compliance Official
DEPARTMENT: Planning and Engineering
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.

The incumbent is responsible for facilitating the execution and enforcement of the City of Franklin Code Ordinances as well as assist in enforcing the City of Franklin Zoning Ordinances.

PRIMARY JOB FUNCTIONS

Incumbent is responsible for proactively managing a section of Franklin to ensure it meets code compliances i.e. grass and weeds, trash, unlawfully parked vehicles.

Incumbent is responsible for investigating complaints from the general public in a timely manner.

Incumbent is responsible for tracking the progress of complaints by logging them into the computer, writing letters, following up and maintaining proper files.

Incumbent is responsible for supporting the Planning Department with Zoning Violations.

SECONDARY JOB FUNCTIONS

Incumbent is responsible for maintaining applicable office files in a variety of electronic and paper copy databases for the purpose of future reference.

Incumbent performs other related/non-related functions as required.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, copy machine, and pager system.

Incumbent must have the ability to operate a Department vehicle.

Incumbent must have the ability to use field and office-measuring tools.

Incumbent must have the ability to use electronic devices such as cellular phones.

CRITICAL SKILLS/EXPERTISE

The incumbent must interpret and understand codes and ordinances in order to enforce them.

The incumbent is responsible for effectively communicating both in writing and verbally to assist the Department and the public.

Ability to utilize a variety of computer software programs

Some knowledge of local government structure is preferred

Some knowledge of Community Planning and the purpose and application of local ordinances and state statutes as related to the job functions is preferred

Knowledge of Community Planning and the planning process as it relates to the development of planning documents

Ability to apply a variety of complex sets of data and Community Planning theories in the performance of job duties

Must display some knowledge of Department and City policies and procedures, and the ability to apply them in order to complete assigned work responsibilities

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

JOB REQUIREMENTS

The full time code compliance official should possess at least a high school diploma or its equivalent, bachelor's degree preferred. Relevant experience may be substituted for minimum education requirements. A minimum 1 - 3 years related experience is preferred. A valid driver's license is required.

The incumbent reports directly to the Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent is expected to work in a position, which has been identified as light. However, will be required to climb, crawl, and enter spaces in which physical exertion may be required.

The incumbent is expected to work in a safe manner consistent with an office, and construction site environments.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Code Compliance Official for Planning and Engineering Department 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 Planner I
DEPARTMENT: Planning and Engineering
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: April 2017

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.

The incumbent is responsible for facilitating the execution and enforcement of the City of Franklin Comprehensive Plan and the City of Franklin Zoning Ordinance and provides current and long-range planning services to the public and the department.

PRIMARY JOB FUNCTIONS

Senior Planner I is responsible for Board of Zoning Appeals applications as well as other municipal boards and commissions as directed by the Planning Director and Senior Planner II, regarding specific cases that include property history, and the correct application of local and state regulations.

Senior Planner I shall assist the Senior Planner II with Plan Commission applications as needed.

Senior Planner I is primarily responsible for enforcing municipal land use and zoning standards through established policies of conflict resolution (including the preparation of materials for legal proceedings) under the direction of the Senior Planner and working closely with the Code Compliance Officials and Building Officials to resolve property complaints.

Senior Planner I is responsible for reviewing and processing improvement location, sign, and extraterritorial jurisdiction (buffer zone) permits for conformance with local land use regulations and providing information regarding pending issues.

Senior Planner I is responsible for establishing and maintaining addressing files and communicating address changes and/or new addressing to the public and local agencies and utility companies.

Senior Planner I is responsible for editing, analyzing, and preparing maps as needed using GIS.

Senior Planner I is the primary contact for the department for all questions from the public regarding development standards.

SECONDARY JOB FUNCTIONS

Incumbent is responsible for researching the history of land use regulations for both specific properties and the City as a whole.

Incumbent is responsible for maintaining applicable office files in a variety of electronic and paper copy databases for the purpose of future reference.

As needed, the Senior Planner I will make revisions to the Zoning Ordinance and follow through with the process of making amendments to the ordinance through Plan Commission and City Council.

The Senior Planner I is responsible for coordinating with the local main street organization, economic development organizations, and historic preservation organization regarding downtown revitalization and economic development strategies.

The Senior Planner I may be responsible for grant writing and administration for special projects as needed.

The Senior Planner I may be responsible for the development of neighborhood, historic district, and corridor studies as assigned by the Director.

The Senior Planner I may be responsible for the development of reports on specific community planning topics as assigned.

The Senior Planner I shall perform other related/non-related functions as required.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, and copy machine.

Incumbent must have the ability to operate Department vehicle.

Incumbent must have the ability to use field and office-measuring tools.

Incumbent must have the ability to use electronic devices such as cellular phones.

CRITICAL SKILLS/EXPERTISE

The incumbent must interpret and understand codes and ordinances in order to enforce them.

The incumbent is responsible for effectively communicating both in writing and verbally to assist the Department and the public.

Ability to utilize a variety of computer software programs.

Thorough knowledge of local government structure.

Thorough knowledge of Community Planning and the purpose and application of local ordinances and state statutes as related to the job functions.

Knowledge of Community Planning and the planning process as it relates to the development of planning documents.

Ability to apply a variety of complex sets of data and Community Planning theories in the performance of job duties.

Must display a thorough knowledge of Department and City policies and procedures, and the ability to apply them in order to complete assigned work responsibilities.

Must have the ability to develop demographic profiles, citizen surveys, strategic planning, and read department maps accurately.

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

JOB REQUIREMENTS

The Senior Planner I should possess at least a bachelor's degree in Community Planning, Geography, Public Policy or other related field. Relevant experience may be substituted for minimum education requirements. A minimum 1 - 3 years related experience is preferred. A valid driver's license is required.

The incumbent reports directly to the Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent is expected to work in a position, which has been identified as light. However, will be required to climb, crawl, and enter spaces in which physical exertion may be required.

The incumbent is expected to work in a safe manner consistent with an office, and construction site environments.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Senior Planner I for Planning and Engineering Department 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 Planner II
DEPARTMENT: Planning and Engineering
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: April 2017

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.

The Senior Planner II is responsible for facilitating the execution and enforcement of the City of Franklin Comprehensive Plan as well as the City of Franklin Zoning Ordinance and Subdivision Control Ordinance and provides current and long-range planning services to the public and the department.

PRIMARY JOB FUNCTIONS

The Senior Planner II is primarily responsible for reviewing development proposals and site plans for conformance with codes, plans and regulations.

The Senior Planner II is responsible for all Plan Commission Applications and shall provide staff reports and support as the primary staff member for the Plan Commission. This includes all types of Plan Commission Applications including commercial and industrial site plan review, rezonings, annexations, as well as preliminary and final plats.

The Senior Planner II will assist the Senior Planner I with Board of Zoning Appeals applications as they apply to the Technical Review Committee, as well as other municipal boards and commissions as needed.

The Senior Planner II will provide information to applicants and commission members regarding specific cases that include property history, and the correct application of local and state regulations.

The Senior Planner II is responsible in maintaining and enforcing floodplain regulations, coordinating with State and Federal agencies, and effectively communicating floodplain regulations to the general public.

The Senior Planner II is responsible for the grant administration, from application through close-out and/or audit, of relevant grants obtained for the City of Franklin as needed.

As needed, the Senior Planner II will make revisions to the Zoning Ordinance and Subdivision Control Ordinance and follow through with the process of making amendments to the ordinance through Plan Commission and City Council.

The Senior Planner II is responsible for providing land use and zoning research services to the public and providing zoning verification correspondence regarding both existing uses and nonconformities that exist.

SECONDARY JOB FUNCTIONS

The Senior Planner II is responsible for assisting the Associate Planner in the enforcement of municipal land use and zoning standards through established policies of conflict resolution (including the preparation of materials for legal proceedings) and working with the Code Compliance Officials and Building Officials to resolve property complaints.

The Senior Planner II is responsible for researching the history of land use regulations for both specific properties and the City as a whole as needed.

The Senior Planner II is responsible for maintaining applicable office files in a variety of electronic and paper copy databases for the purpose of future reference.

The Senior Planner II shall perform other related/non-related functions as required.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, and copy machine.

Incumbent must have the ability to operate Department vehicle.

Incumbent must have the ability to use field and office-measuring tools.

Incumbent must have the ability to use electronic devices such as cellular phones.

CRITICAL SKILLS/EXPERTISE

The incumbent must be able to interpret and understand codes and ordinances in order to enforce them effectively.

The incumbent is responsible for effectively communicating both in writing and verbally to assist the Department and the public.

Ability to utilize a variety of computer software programs.

Thorough knowledge of local government structure.

Thorough knowledge of Community Planning and the purpose and application of local ordinances and state statutes as related to the job functions.

Knowledge of Community Planning and the planning process as it relates to the development of planning documents.

Ability to apply a variety of complex sets of data and Community Planning theories in the performance of job duties.

Must display a thorough knowledge of Department and City policies and procedures, and the ability to apply them in order to complete assigned work responsibilities.

Must have the ability to develop demographic profiles, citizen surveys, strategic planning, and read department maps accurately.

JOB REQUIREMENTS

The Senior Planner II should possess at least a bachelor's degree in Community Planning, Geography, Public Policy or other related field. Relevant experience may be substituted for minimum education requirements. A minimum 3 – 5 years professional planning experience and AICP Certification is preferred. A valid driver's license is required.

The incumbent reports directly to the Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent is expected to work in a position, which has been identified as light. However, will be required to climb, crawl, and enter spaces in which physical exertion may be required.

The incumbent is expected to work in a safe manner consistent with office and construction site environments.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Senior Planner II for Planning and Engineering Department 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