

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Superintendent
DEPARTMENT: Wastewater Treatment Plant/Sewer Maintenance
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 serves as superintendent, responsible to direct all public works projects and programs. Incumbent is responsible for environmental compliance, sanitary sewers, storm sewers, wastewater treatment plant, solid waste, and recycling. Incumbent is also responsible for safety programs, fleet fuel management, communication programs related to public works, and is the City's representative with Indiana OSHA.

PRIMARY JOB FUNCTIONS

The incumbent is responsible for operating and maintaining the wastewater collection system, treatment plants, and lift stations. Includes all efforts required to meet all established regulations.

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

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

The incumbent is responsible for supervising all personnel assigned, to include all subordinate training, employee relations, and employee safety programs.

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

The incumbent is responsible for guiding and directing the inspections of main and side sewer installations for compliance with regulations and requirements.

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

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

The incumbent is responsible for coordinating solid waste recycling programs and services for the City.

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

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

The incumbent is responsible for determining applicable codes, regulations, and requirements for assigned projects.

The incumbent is responsible for guiding and directing project management for the construction of the municipal public works project.

The incumbent is responsible for guiding and directing assigned projects to ensure contractor compliance with time and budget parameters for the project.

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

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

The incumbent is responsible for responding to public or other inquiries relative to Department policies and procedures, includes evaluating issues and options regarding municipal public works and makes recommendations.

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

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

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

The incumbent is responsible for responding to complaints regarding wastewater system failures, leaks, or other problems. This includes evaluating situation, determining if liability lies with City or the property owners and notifying appropriate crew, if necessary.

The incumbent is responsible for guiding and directing the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

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

SECONDARY JOB FUNCTIONS

The incumbent is responsible for compiling and maintaining the OSHA records for the City of Franklin.

The incumbent serves as the safety coordinator for the City of Franklin.

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

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

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

The incumbent is responsible for assisting in the design and installation of new wastewater collection or

treatment lines, pumps, plants, or related systems and facilities.

The incumbent is responsible for assisting in the training of City personnel in public works systems and techniques.

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

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

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

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to use such office machines as computer/printer, typewriter, copier, fax, calculator, and telephone.

The incumbent must have the ability to use all tools used, to include hand and power tools.

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

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

CRITICAL SKILLS/EXPERTISE

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

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

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

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

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

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

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

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

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

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

The incumbent must have the ability to organize and schedule Departmental work requirements, and assure

that work is done correctly and according to time requirements.

The incumbent must have problem-solving capabilities.

JOB REQUIREMENTS

The incumbent must have a four-year degree in environmental science, public health, civil engineering, public administration, or a related field.

The incumbent must have five years experience relating to the construction, repair, and maintenance of wastewater collection or treatment systems, including the operation of related maintenance equipment.

The incumbent must have a valid driver's license.

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

PHYSICAL EFFORT AND WORK ENVIRONMENT

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

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

SAFETY EQUIPMENT

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

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

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

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

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

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Treatment Plant Operator
DEPARTMENT: Wastewater Treatment Plant
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.

Incumbent serves as Treatment Plant Operator for the wastewater department, oversees daily operation of the wastewater treatment facility.

ESSENTIAL JOB FUNCTIONS

Incumbent is responsible for daily plant process control to assure plant quality measures are met.

Incumbent is responsible for dewatering the sludge through the use of the filter press and nuro system.

Incumbent is responsible for ordering all supplies and parts necessary for the plant operation.

Incumbent is responsible for obtaining all estimates for needed repairs throughout the facility.

Incumbent is responsible for insuring the hygiene of the Bio-Solids building.

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

Incumbent is responsible for operating, maintaining, and repairing malfunctions at the plant, such as repairing gauges, pumps, filters, suspended solids meter, and other controls and equipment.

Incumbent is responsible for diagnosing and trouble-shooting problems throughout the plant.

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

Incumbent is responsible for maintaining the monthly maintenance records.

Incumbent is responsible for maintaining buildings and grounds, performing the necessary repairs, as well as yard maintenance and housekeeping.

Incumbent is responsible for Supervising Treatment Plant Employees.

SECONDARY JOB FUNCTIONS

Incumbent advises the Superintendent on employee issues within the treatment plant.

Incumbent is responsible for ensuring that preventative maintenance is performed throughout the plant.

Incumbent may be required to serve as Acting Superintendent when Superintendent is not available

(must be a Class III Operator, NPDES).

Incumbent assists in forecasting future plant needs in connection with the community growth.

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

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

Incumbent is responsible for minor maintenance on waste water treatment trucks.

Incumbent is responsible for assisting with bio-solid application during spring and fall.

Incumbent may be required to perform other related functions as needed.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate machines such as pumps, Mig-Welder, generators, bio-solid solids mixer, portable pumps, drill press, and a belt press thickener.

Incumbent must have the ability to use hand tools such as, tap dies, and pipe cutter, calipers, Amp probe, drill press, over head crane hoist, band saw, compressor.

Incumbent must have the ability to operate all department trucks, construction equipment, front end loaders, lawn mowers, sewer cleaning equipment, wastewater treatment equipment, and lab equipment.

Incumbent must have the ability to use such electronic devices as VOM meter, D.O. meters for process control, AMP meter, Portable Dissolved oxygen meter, battery charger.

CRITICAL SKILLS/EXPERTISE

Incumbent must have a thorough knowledge of waste water EEP, the treatment process and process control to assure proper quality measures.

Incumbent must have extensive knowledge of Bio-Solids and what the plant process should look like during all seasons and conditions.

Incumbent must have a thorough knowledge of heavy construction equipment and their effective use in plant operations.

Thorough knowledge of laboratory equipment and their use in performing required tests, to include the ability to apply this knowledge in performing tests.

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

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

Incumbent must have knowledge of pumps and their effective operation.

Incumbent must be knowledgeable of department policies, procedures, and standards and the ability to support them.

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

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

JOB REQUIREMENTS

Incumbent must have a High School diploma or GED equivalent with related technical training, and related work experience.

Incumbent must possess a valid driver's license.

Incumbent must be a certified Wastewater Plant Class III Operator.

Incumbent reports directly to the Superintendent of DPW.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical requirements have been identified as heavy work. The incumbent maybe required to perform job functions, which required heavy lifting, and working in a hazardous environment.

Incumbent may be required to climbing, stooping, crawling, crouching, kneeling, pulling.

Incumbent may be required to work both inside and outside through out their day. He/she may be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour
Incumbent may be required to work in a confined space.

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

SAFETY EQUIPMENT

Incumbent maybe required to be use/operate such safety related items as: hard hat, rubber gloves, ear plugs, safety glasses, welder hood, gloves, harness, ropes, air monitor, SCBA, confined space entry equipment, wear a respirator, and laboratory safety equipment.

Incumbent is responsible for Lockout Tag out procedures.

Incumbent is responsible for all safety devices such as tripod with wench and harness for confined space hazard.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Treatment Plant Operator 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: Laboratory Technician
DEPARTMENT: Wastewater Treatment Plant
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.

Incumbent serves as Laboratory Technician for the wastewater department, responsible to perform analysis of wastewater and process control activities at the treatment plant.

PRIMARY JOB FUNCTIONS

The incumbent is responsible for evaluating Plant performance compared to analytical data and suggesting adjustments.

The incumbent is responsible for calibrating laboratory equipment as required to perform daily analyses.

The incumbent is responsible for performing analysis of total suspended solids, PH, sutable solids, dissolved oxygen, respiration rate, volatile solids, ammonia, fecal chloroform, digested sludge analysis. This includes all quality control tests and the calculations of all analysis.

The incumbent is responsible for performing quality control tests on lab equipment and lab analyses, evaluating procedures and results for accuracy.

The incumbent is responsible for filling out process control, quality control, and equipment charts. As well as all State required forms.

The incumbent is responsible for the cleaning and maintenance of the lab and other equipment, to include preparing filter pads, equipment, and glassware for analysis work.

The incumbent is responsible for inputting data into computer.

The incumbent is responsible for containing and disposing of hazardous wastes generated by lab.

The incumbent is responsible for training and maintaining lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

The incumbent is responsible for conducting an inventory and purchasing of all lab equipment, chemicals, and glassware.

The incumbent is responsible for updating, and training of the Standard operating Procedures.

SECONDARY JOB FUNCTIONS

The incumbent is required to assist in plant operation or repairs when required.

The incumbent is required to assist in maintenance of collection system when needed.

The incumbent is required to assist in the cleaning other areas of plant when scheduled.

The incumbent will perform other related functions as required.

EQUIPMENT KNOWLEDGE

The incumbent must possess the ability to use such machines as computer/printer, fax, copier, telephone, calculator, and typewriter.

The incumbent must possess the ability to use a variety of hand tools.

The incumbent must possess the ability to use all laboratory equipment used to conduct tests.

The incumbent must possess the ability to operate all Department vehicles, tractors, and mowers.

The incumbent must possess the ability to use such electronic devices as pumps, and generators.

CRITICAL SKILLS/EXPERTISE

The incumbent must possess a broad knowledge of the treatment process to predict/identify plant upsets.

The incumbent must possess a broad knowledge of analytical procedures used in the calibration of equipment.

The incumbent must possess knowledge of Department policies, procedures, and standards, and the ability to follow and apply them.

The incumbent must possess the ability to control the quality of results for quality control and quality assurance.

The incumbent must possess the ability to repeatedly obtain the same value for a single sample or method for the precision of analysis.

The incumbent must possess the ability to discover a known amount of some component to assure accuracy of analysis, and to be able to determine when the plant operation is not working correctly.

The incumbent must possess the ability to perform mathematics and algebraic calculations to determine laboratory results/findings.

The incumbent must possess the ability to communicate effectively, both in writing and verbally, to document findings and work with Department personnel.

The incumbent must possess the ability to perform general maintenance and repair work within the lab and other facilities.

The incumbent must possess the ability to organize work to assure accuracy and timely results/findings.

JOB REQUIREMENTS

The incumbent must have a High School diploma or its' equivalent, plus special training usually gained through technical training/apprenticeship plus related work experience. Degree in Biology would be helpful. The incumbent must possess a valid driver's license, and the required State certifications.

The incumbent may be required to work both inside and outside, and be exposed to hazards.

The incumbent reports directly to the Superintendent.

SAFETY EQUIPMENT

The safety items required are all protective eyewear, lab coat, aprons, boots, air mask, respirator, and face shield. When working outside lab the safety items required would be hardhat, rubber gloves, earplugs, safety glasses, gloves, harness, ropes, air monitor, SCBA, confined space entry equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Laboratory 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: Operator / Laborer
DEPARTMENT: Wastewater Treatment Plant
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.

Incumbent serves as Operator/Laborer for the wastewater department, responsible to perform scheduled activities, which have been directed by the Superintendent of Public Works.

ESSENTIAL JOB FUNCTIONS

Incumbent is responsible for diagnosing repairs needed throughout the facility.

Incumbent is responsible for obtaining all estimates for needed repairs throughout the facility.

Incumbent is responsible for ordering all supplies and parts necessary for the plant operation.

Incumbent is responsible for cleaning the Bio-Solids Building.

Incumbent is responsible for working with the Bio-Soil Field Application.

The incumbent will check the plant daily to include pumps, meters, and oil and sludge levels.

The incumbent will monitor the operation of Plant treatment equipment such as gravity belt thickener, and lift station alarms, to insure that are operating correctly.

SECONDARY JOB FUNCTIONS

The incumbent will assist department personnel as required.

The incumbent will work in the lab when necessary.

Incumbent is responsible for assisting with collection systems.

Incumbent is responsible for any minor plumbing repairs at the facility.

Incumbent is responsible for painting and maintaining a neat and clean facility.

Incumbent is responsible for minor maintenance on waste water treatment trucks.

The incumbent will assist with the maintenance of buildings and grounds, such as mowing, snow removal, and housekeeping.

The incumbent is responsible for insuring that Franklin's waste water treatment facility is operating efficiently and correctly.

The incumbent will perform other functions as required by supervision.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate such machines as drill presses, pumps, and grinders, Floor Cleaner, Bio-Soil presses, and secondary gravity belts.

Incumbent must have the ability to use a variety of hand tools, and the ability to operate all Department vehicles and equipment.

Incumbent is also required to use other devices such as voltage testers, ultra violet system, battery charger, and an air compressor.

Incumbent must be knowledgeable of the Combination Sewer cleaner and televising equipment.

Incumbent must be able to operate front end loader, snow plow, tractor, snow thrower, Bio Soil Filed Spreader, and Tela Handler/Fork lift.

CRITICAL SKILLS/EXPERTISE

Incumbent must have specialized knowledge of department policies, procedures, and standards, and the ability to follow them.

Incumbent must have the knowledge and ability to conduct checks on equipment and make the correct adjustments.

Incumbent must have the knowledge and ability to perform the required maintenance on facilities, to include buildings and grounds areas.

Incumbent must be able to work independent of direct supervision.

Incumbent must have basic knowledge of plumbing, electricity and hydraulics.

Incumbent must have ability to communicate effectively, both in writing and verbally, to properly record data and work with department personnel.

JOB REQUIREMENTS

Incumbent must have a High School education or equivalent.

Incumbent must possess a valid driver's license.

Incumbent is required to achieve at least a Level I Waste Water Treatment Certification.

This individual reports directly to the Treatment Plant Operator.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical requirements expected are identified as heavy work, and will require the incumbent to perform heavy lifting and crawling in places, which may be hazardous to the incumbent's health.

Incumbent may be required to lift up to 50 pounds.

Incumbent may be required to climbing, stooping, crawling, crouching, kneeling, pulling.

The minimum working conditions may require the employee to work outside without effective protection from the weather.

Incumbent maybe be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour.

Incumbent may be required to work in a confined space.

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

SAFETY EQUIPMENT

The safety items required to be used/operated are hard hat, rubber gloves, ear plugs, safety glasses, gloves, harness, ropes, air monitor, confined space entry equipment, and chlorine leak kit.

Incumbent is responsible for all safety devices such as tripod with wench and harness for confined space hazard.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Operator/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: Collection System Foreman
DEPARTMENT: Sewer Maintenance
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.

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

DUTIES

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

Schedules, plans, assigns, performs cost analysis and supervises crews to a variety of work including maintenance cleaning and repair of sanitary and storm sewers;

Assists in coordinating the work of various crews with other utilities, city departments and independent contractors;

Ensuring that developers are complying with all requirements by testing and checking sewer installations, gathering field data, reading and reviewing various blueprints and reports, recommending necessary changes, and creating reports;

Remains on-call for emergencies;

Ensures proper care and maintenance of departmental equipment, tools and work areas;

Works with considerable independence from supervisory control and has the authority to deviate from instructions, if necessary, while keeping a supervisor advised of deviations;

Assists in handling citizen complaints;

Uses judgment and makes decisions that will affect the quality and adequacy of work;

Oversees staff to ensure duties are performed in accordance with City Utility safety rules and operating regulations and procedures, establish work rules, carry out policies established by superiors, appraise employees' performance, and recommend disciplinary action when needed;

Operates trucks and associated equipment;

Maintains valid Indiana Commercial Driver's License (CDL).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE

Must possess a high school diploma or GED.

Specialized vocational training in Construction Technology or a related field.

Five (5) years increasingly responsible experience in a public sewer utility collection system.

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

Experience using a personal computer with Windows software.

Ability to create spreadsheets and use E-Mail.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Commercial Driver's License (CDL);

Collection System Class III Certification desired;

Public Works Construction Inspection Certification.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb on a regular basis, balance, stoop, kneel, crouch, crawl, talk or hear.

The employee must occasionally lift and/or move up to 50 pounds.

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

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

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

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

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

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

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

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

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: Inspector /Operator
DEPARTMENT: Sewer Maintenance
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.

Incumbent serves as Inspector for the sewer maintenance, responsible for the inspection of all residences and construction starts in the City. Incumbent maintains appropriate records and establishes own work schedule.

PRIMARY JOB FUNCTIONS

Incumbent is responsible for performing inspections on construction of main line sewers, and residential lateral connections.

Incumbent is responsible for utilizing computer to update files and entering new data.

Incumbent is responsible for answering questions and complaints from the public via phone, and in person.

SECONDARY JOB FUNCTIONS

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

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

Incumbent may be required to perform other related functions when needed.

Equipment Knowledge:

Incumbent must have the ability to learn and use computer/printer, telephone, fax machine, and copier.

Incumbent must have the ability to learn and use a variety of hand tools such as, metal detector, level, and flashlight.

Incumbent must have the ability to learn and operate a variety of the department's vehicles.

Incumbent must have the ability to learn and use operate electronic devices such as battery charger, and compressor.

CRITICAL SKILLS/EXPERTISE

Incumbent must have a broad knowledge of construction inspection principles, techniques, and related resource material, to include grading PVC pipe, concrete, safety practices, drainage, and excavating.

Incumbent must have a broad knowledge of wastewater practices in order to assist the public and answer their concerns.

Incumbent must have a general knowledge of Department policies, procedures, and standards and the ability to support them.

Incumbent must have a specialized knowledge utilities and the ability to work with them to resolve problems.

Incumbent must have the ability to communicate effectively, both in writing and verbally to maintain records, and work with Department personnel, public, and construction businesses.

JOB REQUIREMENTS

The incumbent must have a High School diploma or its' equivalent plus special training in the area of wastewater treatment. The incumbent must possess a valid driver's license. He/she must be able to obtain certification in Public Works Construction Inspection.

The incumbent reports directly to the Superintendent.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical requirements expected are identified as heavy work, and may require the incumbent to work in an environment where strenuous activity is necessary.

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

SAFETY EQUIPMENT

The incumbent may be required to use/operate safety equipment such as: hard hat, rubber gloves, ear plugs, safety glasses, welder hood, gloves, harness, ropes, air monitor, SCBA, confined space entry equipment, laboratory safety equipment, and chlorine leak kit. Employee is required to wear a respirator.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Inspector / Operator 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: Operator
DEPARTMENT: Sewer Maintenance
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.

Incumbent serves as Operator for the sewer maintenance department, responsible to perform a variety of semi-skilled maintenance work in keeping collection system running.

PRIMARY JOB FUNCTIONS

Incumbent is responsible for locating sewers and sewer lines for maintenance and construction activities.

Incumbent is responsible for checking lift stations daily to ensure that the pumps are running properly and that the electronics are operating correctly.

Incumbent is responsible for assisting in maintaining and repairing all equipment which is found to be defective at the lift stations.

Incumbent is responsible for performing inspections of laterals for new construction and any repairs throughout the community.

Incumbent is responsible for entering required maintenance data into computer.

Incumbent is responsible for operating pipeline inspection equipment to determine cause of problems within the sewer lines.

Incumbent is responsible for maintaining the sewer equipment and trucks by changing oil, fluids, and other minor repairs.

SECONDARY JOB FUNCTIONS

Incumbent may be required to assist Wastewater Treatment Operator if necessary.

Incumbent is required to locate manholes throughout the City.

Incumbent is responsible for the maintenance and repair of the holding tank at the County Fairgrounds.

Incumbent may be required to perform other related functions when needed.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to learn and use machines such as a drill press, welder, band saw, and impact wrench.

Incumbent must have the ability to learn and use a variety of hand tools such as, transit scope.

Incumbent must have the ability to learn and operate a variety of the department's vehicles such as lawn mower, tractor, TV and Vac-on Trucks.

Incumbent must have the ability to learn and use operate electronic devices such as a gas detector, ohms meter, and pumps.

CRITICAL SKILLS/EXPERTISE

Incumbent must have a specialized knowledge of City Sewer System and the ability to locate sewer and sewer lines.

Incumbent must have a general knowledge of Department policies, procedures, and standards and the ability to support them.

Incumbent must have a specialized knowledge of electricity and hydraulics to troubleshoot and repair equipment problems.

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

JOB REQUIREMENTS

Incumbent must have a High School diploma or its' equivalent.

Incumbent should have special training in the area of wastewater treatment.

Incumbent must possess a CDL.

Incumbent must obtain APWA Collection System Certificate.

Incumbent reports directly to the Superintendent.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical requirements expected are identified as heavy work.

Incumbent may be required to work where he/she will be exposed to temperatures below 32 degrees for periods of more than one hour.

Incumbent may be exposed to temperatures above 100 degrees for periods of more than one hour, Incumbent may be exposed to noise, vibration, hazards, oil, and atmospheric conditions in which one or more of the following symptoms affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.

SAFETY EQUIPMENT

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

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Operator 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: Assistant Stormwater Coordinator
DEPARTMENT: Dept. of Public Works
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.

To perform a variety of duties including the interpretation, development, presentation and enforcement of the Stormwater program, local ordinance and applicable state and federal laws. Conduct, review and prepare reporting pertinent to investigations, violations and compliance commensurate to state and federal reporting.

SUPERVISION

General supervision is directed by the Stormwater Coordinator as directed by the Department of Public Works Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Adhere and comply to all of the City of Franklin's policies and procedures standards and manuals.

Assist in the development and management of the City's Phase 2 MS4 permit requirements.

Assist in the administration and compliance requirements with program regulations.

Conduct plan reviews (SWPPP) for construction projects.

Work with developers, contractors or site superintendents for compliant BMP methods to reduce pollution potential and accomplish the goals of the City's Storm Water Quality Management Plan (SWQMP).

Assist Department of Public Works personnel, zoning and planning, City Engineer and others as required in review of development plans for sites, subdivisions, and city projects for compliance with regulations.

Assist the City of Franklin in enforcing, laws, regulations, administrative policies and procedures related to the City's Storm Water Quality Management Plan (SWQMP).

Conduct site visits and inspection to confirm SWPPP implementation and effectiveness of best management practices (BMP) and provide accurate documentation and reporting consistent to program standards.

Investigate complaints pertaining to stormwater quality, develop corrective recommendations and initiate actions necessary to address corrective actions. Actions to include IDDE inspections, outfall monitoring, post construction inspections and water body testing.

Assist with mapping, (GIS) data base management of City's infrastructure as required.

Assist in the research, development and presentation of water quality educational material, programs and workshop activities. Activities include school programs, public displays, and public speaking.

Co-participate in cooperation /activities with the Johnson County Partnership for Water Quality (JCPWQ), Johnson County Solid Waste Management District (SWMD), and Johnson County Soil and Water Conservation District (SWCD).

Participate in pre-construction meeting with architects, engineers and contractors to explain ordinances, codes and local regulation related to the City's Storm Water Quality Management Plan (SWQMP)..

Monitor the issuance of Land Disturbance Permits, perform site inspection to insure compliance with Land Disturbance Permits, Rule 13, Rule 5 and local erosion control ordinances.

Assist in the overseeing of care, maintenance and safe operation of departmental assigned vehicles and equipment.

Investigate and resolve complaints; determine compliance to City codes and ordinances; recommend appropriate actions.

Accompany staff or other personnel on field inspections/investigations as necessary.

Work with other departments and city employees as needed.

Perform other duties as assigned.

JOB REQUIREMENTS

Minimum requirement of High School Diploma with related work experience in place of an accredited college degree.

Minimum two-year experience in stormwater operations or work, with general knowledge of stormwater compliance management.

Possession of a valid Indiana driver's license and meet the City's driving standards.

Stormwater Inspector or other certification.

Communicate clearly and concisely, both orally and in writing.

Manage, direct and coordinate work management on a professional and technical level.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Recommend and implement goals, objectives, and practices for providing an effective and efficient program.

Provide administrative and professional leadership in recording keeping and database management.

Establish and maintain effective working relationships with all activities and interaction in the course of work assignments.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

Making observations.

Operating assigned equipment.

Computer keyboarding skills, (Word, PowerPoint, Excel, etc.).

Reading and writing.

Communication skills, (telephone skills and speaking with others).

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that include the following:

Climbing, stooping, twisting and keeling to perform physical inspection duties.

Walking, standing and sitting for extended periods.

Pushing, pulling or lifting equipment and supplies occasionally weighing up to 25 lbs.

Exposure to dirt, electrical hazards, temperatures extremes, varying noise levels, toxic materials, air contaminants and temperate and weather extremes.

Maintain a well-groomed and clean appearance at all times.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Assistant MS4 Coordinator 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: Stormwater Coordinator
DEPARTMENT: Dept. of Public Works
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.

To perform a variety of duties including the interpretation, development, presentation and enforcement of the Stormwater program, local ordinance and applicable state and federal laws. Conduct, review and prepare reporting pertinent to investigations, violations and compliance commensurate to state and federal reporting.

SUPERVISION

General supervision is directed by the Department of Public Works Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Adhere and comply to all of the City of Franklin's policies and procedures standards and manuals.

Assist in the development and management of the City's Phase 2 MS4 permit requirements.

Assist in the administration and compliance requirements with program regulations.

Conduct plan reviews (SWPPP) for construction projects.

Work with developers, contractors or site superintendents for compliant BMP methods to reduce pollution potential and accomplish the goals of the City's Storm Water Quality Management Plan (SWQMP).

Assist Department of Public Works personnel, zoning and planning, City Engineer and others as required in review of development plans for sites, subdivisions, and city projects for compliance with regulations.

Assist the City of Franklin in enforcing, laws, regulations, administrative policies and procedures related to the City's Storm Water Quality Management Plan (SWQMP).

Conduct site visits and inspection to confirm SWPPP implementation and effectiveness of best management practices (BMP) and provide accurate documentation and reporting consistent to program standards.

Investigate complaints pertaining to stormwater quality, develop corrective recommendations and initiate actions necessary to address corrective actions. Actions to include IDDE inspections, outfall monitoring, post construction inspections and water body testing.

Assist with mapping, (GIS) data base management of City's infrastructure as required.

Assist in the research, development and presentation of water quality educational material, programs and workshop activities. Activities include school programs, public displays, and public speaking.

Co-participate in cooperation /activities with the Johnson County Partnership for Water Quality (JCPWQ), Johnson County Solid Waste Management District (SWMD), and Johnson County Soil and Water Conservation District (SWCD).

Participate in pre-construction meeting with architects, engineers and contractors to explain ordinances, codes and local regulation related to the City's Storm Water Quality Management Plan (SWQMP).

Monitor the issuance of Land Disturbance Permits, perform site inspection to insure compliance with Land Disturbance Permits, Rule 13, Rule 5 and local erosion control ordinances.

Assist in the overseeing of care, maintenance and safe operation of departmental assigned vehicles and equipment.

Investigate and resolve complaints; determine compliance to City codes and ordinances; recommend appropriate actions.

Accompany staff or other personnel on field inspections/investigations as necessary.

Work with other departments and city employees as needed.

Perform other duties as assigned.

JOB REQUIREMENTS

Minimum requirement of High School Diploma with related work experience in place of an accredited college degree.

Minimum two-year experience in stormwater operations or work, with general knowledge of stormwater compliance management.

Possession of a valid Indiana driver's license and meet the City's driving standards.

Stormwater Inspector or other certification.

Communicate clearly and concisely, both orally and in writing.

Manage, direct and coordinate work management on a professional and technical level.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Recommend and implement goals, objectives, and practices for providing an effective and efficient program.

Provide administrative and professional leadership in recording keeping and database management.

Establish and maintain effective working relationships with all activities and interaction in the course of work assignments.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

Making observations.

Operating assigned equipment.

Computer keyboarding skills, (Word, PowerPoint, Excel, etc.).

Reading and writing.

Communication skills, (telephone skills and speaking with others).

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that include the following:

Climbing, stooping, twisting and kneeling to perform physical inspection duties.

Walking, standing and sitting for extended periods.

Pushing, pulling or lifting equipment and supplies occasionally weighing up to 25 lbs.

Exposure to dirt, electrical hazards, temperatures extremes, varying noise levels, toxic materials, air contaminants and temperate and weather extremes.

Maintain a well-groomed and clean appearance at all times.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of MS4 Coordinator 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: Assistant Stormwater Coordinator
DEPARTMENT: Dept. of Public Works
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.

To perform a variety of duties including the interpretation, development, presentation and enforcement of the Stormwater program, local ordinance and applicable state and federal laws. Conduct, review and prepare reporting pertinent to investigations, violations and compliance commensurate to state and federal reporting.

SUPERVISION

General supervision is directed by the Stormwater Coordinator as directed by the Department of Public Works Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Adhere and comply to all of the City of Franklin's policies and procedures standards and manuals.

Assist in the development and management of the City's Phase 2 MS4 permit requirements.

Assist in the administration and compliance requirements with program regulations.

Conduct plan reviews (SWPPP) for construction projects.

Work with developers, contractors or site superintendents for compliant BMP methods to reduce pollution potential and accomplish the goals of the City's Storm Water Quality Management Plan (SWQMP).

Assist Department of Public Works personnel, zoning and planning, City Engineer and others as required in review of development plans for sites, subdivisions, and city projects for compliance with regulations.

Assist the City of Franklin in enforcing, laws, regulations, administrative policies and procedures related to the City's Storm Water Quality Management Plan (SWQMP).

Conduct site visits and inspection to confirm SWPPP implementation and effectiveness of best management practices (BMP) and provide accurate documentation and reporting consistent to program standards.

Investigate complaints pertaining to stormwater quality, develop corrective recommendations and initiate actions necessary to address corrective actions. Actions to include IDDE inspections, outfall monitoring, post construction inspections and water body testing.

Assist with mapping, (GIS) data base management of City's infrastructure as required.

Assist in the research, development and presentation of water quality educational material, programs and workshop activities. Activities include school programs, public displays, and public speaking.

Co-participate in cooperation /activities with the Johnson County Partnership for Water Quality (JCPWQ), Johnson County Solid Waste Management District (SWMD), and Johnson County Soil and Water Conservation District (SWCD).

Participate in pre-construction meeting with architects, engineers and contractors to explain ordinances, codes and local regulation related to the City's Storm Water Quality Management Plan (SWQMP)..

Monitor the issuance of Land Disturbance Permits, perform site inspection to insure compliance with Land Disturbance Permits, Rule 13, Rule 5 and local erosion control ordinances.

Assist in the overseeing of care, maintenance and safe operation of departmental assigned vehicles and equipment.

Investigate and resolve complaints; determine compliance to City codes and ordinances; recommend appropriate actions.

Accompany staff or other personnel on field inspections/investigations as necessary.

Work with other departments and city employees as needed.

Perform other duties as assigned.

JOB REQUIREMENTS

Minimum requirement of High School Diploma with related work experience in place of an accredited college degree.

Minimum two-year experience in stormwater operations or work, with general knowledge of stormwater compliance management.

Possession of a valid Indiana driver's license and meet the City's driving standards.

Stormwater Inspector or other certification.

Communicate clearly and concisely, both orally and in writing.

Manage, direct and coordinate work management on a professional and technical level.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Recommend and implement goals, objectives, and practices for providing an effective and efficient program.

Provide administrative and professional leadership in recording keeping and database management.

Establish and maintain effective working relationships with all activities and interaction in the course of work assignments.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

Making observations.

Operating assigned equipment.

Computer keyboarding skills, (Word, PowerPoint, Excel, etc.).

Reading and writing.

Communication skills, (telephone skills and speaking with others).

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that include the following:

Climbing, stooping, twisting and kneeling to perform physical inspection duties.

Walking, standing and sitting for extended periods.

Pushing, pulling or lifting equipment and supplies occasionally weighing up to 25 lbs.

Exposure to dirt, electrical hazards, temperatures extremes, varying noise levels, toxic materials, air contaminants and temperate and weather extremes.

Maintain a well-groomed and clean appearance at all times.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Assistant MS4 Coordinator 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: Billing Clerk
DEPARTMENT: Sewer Billing Office
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: March 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.

Incumbent performs a variety of clerical support work within the Department. Incumbent reports to the Billing Manager.

PRIMARY JOB FUNCTIONS

Incumbent is responsible for processing payments received through night drop, walk-ins, telephone/in person credit card, and regular mail.

Incumbent is responsible for posting payments into computer, preparing daily bank deposits.

Incumbent is responsible for handling customer change sheet information, and forwarding those on via Laserfiche to the Office Manager.

Incumbent is responsible for performing such office duties as answering incoming telephone calls, opening daily mail, and maintaining and balancing personal cash drawers.

Incumbent processes and updates all ACH(auto-debit) customer account information, and sends correspondence to these customers. Incumbent organizes and keeps customer files for ACH, and keeps customer information updated in computer.

Incumbent receives and generates via LaserFiche assessment letters for new property owners, sending letters to title companies regarding outstanding fees due. Incumbent follows-up with title companies in regards to closing dates, etc. Incumbent stuffs 60-day and lien letter notices.

Incumbent picks up morning/daily mail. Incumbent has working knowledge of excel spreadsheets, and utilizes these when merging lien recordings and releases. Incumbent processes sheriff sale and moves reports changes. Incumbent pulls IAW reports for 6 month winter usage information as well as monthly reports. Incumbent orders department office supplies. Incumbent starts new build account, and reconciles ledger report with Clerk/Treasurer office.

Incumbent performs other related office functions as required/requested by Office Manager.

EQUIPMENT KNOWLEDGE

Incumbent must have the ability to operate office machines such as calculator, copier, fax, telephone, and have working knowledge of computer and printers. Knowledge of Excel, Microsoft Word, Komputrol, and Laserfiche a plus.

CRITICAL SKILLS/EXPERTISE

Incumbent must have specialized knowledge of Department policies, procedures, standards, and work methods, and the ability to explain and apply them.

Incumbent must have the ability to communicate effectively in a professional manner, both in writing and verbally to complete reports, process documents, and answer customer questions.

Incumbent must have the ability to perform basic mathematics to process monies received, give accurate change, and balance personal change drawer daily.

EDUCATIONAL REQUIREMENTS

Incumbent must have high school diploma and related work experience.

REPORTING RESPONSIBILITY

Incumbent reports directly to the Billing Office Manager.

Regular, dependable attendance is required. Hours are M-F, 8-4:30. 7.5 hours daily.

JOB LOCATION

Office setting, with the minimum working conditions requiring the employee to work inside with protection from weather conditions, but not necessarily from temperature changes.

SAFETY EQUIPMENT

The employee is not required to use/operate safety items, but is required to perform his/her job in accordance with OSHA/IOSHA requirements.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Billing Clerk 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: Sewer Billing Manager
DEPARTMENT: Sewer Billing Office
STATUS: Full Time
FLSA STATUS: Exempt
DATE WRITTEN:
DATE REVISED: January 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.

Incumbent plans, organizes, supervises Billing Clerks, and assures that work is completed according to monthly, yearly calendar/schedule. Incumbent reports to the Mayor.

PRIMARY JOB FUNCTIONS

Incumbent is responsible for providing a variety of customer support work to include such activities as answering customer questions, either in office or over the phone, accepting in-office customer payments, pulling in credit card payments from EGov each morning, reconciling with Clerk/Treasurer's office, and all correspondence with regard to customer inquiries or complaints.

Incumbent is responsible for performing record maintenance activities to include processing record changes from property transfers, and researching and filing liens at the courthouse.

Incumbent is responsible for daily bank deposits, and any City Hall pick-ups/drop-offs that may occur.

Incumbent is responsible for preparing/processing a variety of documents such as employee timecards, customer refund payments due to NSF, account closed, or any other possible bank issue that would require NSF documentation and correspondence.

Incumbent is responsible for reconciling records with the Clerk/Treasurer's Office.

Incumbent is responsible for processing all claims involving sewer billing including, supplies, services, customer refunds and adjustments.

Incumbent is responsible for preparing Sewer Department's annual budget to cover all expenses, which includes reviewing monthly Revenue & Appropriation reports to ensure accurate spending, and budget usages.

Incumbent is responsible for directing the work of subordinate personnel, assigning work, answering questions, and assisting personnel as needed in the performance of their work.

Incumbent is responsible for all Laserfiche document review and approvals, and on-line filing.

Incumbent is responsible for monthly billing for over 8,000 customers including, Residential, Commercial and Industrial.

Incumbent is responsible for keeping a monthly/yearly office calendar which includes office cycles in regards to paid liens to release, and the filing, recording, and certifying of liens that are 90-day delinquent. (This is done twice a year-March and August). (Paid liens for release are received in late June and late December).

SECONDARY JOB FUNCTIONS

Incumbent is responsible for and assists in the annual re-computation of customer billing rates which takes place in May each year.

Incumbent is responsible for interviewing, hiring, training & evaluating new employees.

Incumbent is responsible for and performs other related functions as required.

Incumbent is responsible for communicating decisions that may have a major impact with the Mayor, and City Attorney.

EQUIPMENT

Incumbent must have the ability to operate such office machines as computer, printer, calculator, copier/scanner, telephone and fax. Must have working knowledge of the following: Komputrol, Laserfiche, Excel, Micro Soft Word, Egov Manager, Kronos, IAW sites and Beacon property search.

CRITICAL SKILLS/EXPERTISE

Incumbent must have a broad knowledge of Department policies, procedures, and standards and the ability to explain and support them.

Incumbent must have an extensive knowledge of the lien system in order to file/record, release and post off or add liens when necessary.

Incumbent must have knowledge of the Laserfiche system and it operates within the billing office.

Incumbent must have a specialized knowledge of property transfer procedures to be able to determine proper ownership.

Incumbent must have a specialized knowledge of the budget process to properly prepare the annual Sewer Utility Office Budget.

Incumbent must have an ability to communicate effectively, both verbally and in writing to develop letters, documents, and to explain Department policies to public.

Incumbent must have the ability to direct the work of others in order to make sure that work is completed on time and accurately.

EDUCATIONAL REQUIREMENTS

High School Diploma and some related college preferred, along with 2 years related work experience.

REPORTING RESPONSIBILITY

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.

Regular, dependable attendance is required. Hours of work are M-F. Hours may vary due to work load, and/or special projects that may need after hours attention.

WORKING RELATIONSHIPS

Incumbent interacts with Department employees, all other Department Heads, public/private sector personnel, and the public. The purpose of these contacts is to answer questions and provide assistance, balance records, collect charges, and accept payments.

JOB LOCATION

The minimum working conditions indicate that the employee is not exposed to adverse environmental conditions.

SAFETY EQUIPMENT

The employee is not required to use/operate safety items, but is required to perform his/her job in accordance with OSHA/IOSHA requirements.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Operator 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