

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

(Form B-01-2012)

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

<b>Date Submitted:</b>	November 9, 2023	<b>Meeting Date:</b>	Nov. 20, 2023
<b>Contact Information:</b>			
<b>Requested by:</b>	Mark Richards, City Engineer		
<b>On Behalf of Organization or Individual:</b>		Dept. of Planning & Engineering	
<b>Telephone:</b>	317-736-3631		
<b>Email address:</b>	mrichards@franklin.in.gov		
<b>Mailing Address:</b>	70 E. Monroe Street, Franklin, IN 46131		
<b>Describe Request:</b>			
Request approval of Assistant City Engineer job description.			
<b>List Supporting Documentation Provided:</b>			
1. Job description – Assistant City Engineer			
<b>Who will present the request?</b>			
<b>Name:</b>	Joanna Tennell	<b>Telephone:</b>	317-736-3631

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

## **Position Description City of Franklin, Indiana**

**Position Title:** Assistant City Engineer  
**Department:** Planning & Engineering  
**Reports to:** Director Planning & Engineering / City Engineer

**Date Written:** October 2023  
**Date Revised:** October 2023

**Status:** Full-time  
**FLSA Status:** Salaried Non-Exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. 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 duties.**

### **Position Summary:**

Incumbent serves as Assistant City Engineer 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:**

Incumbent shall:

- 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;
- Oversee street cut permit program and assist Civil Technician in his day to day permitting and inspections performed under the program;
- 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;
- Assist MS4 Coordinator in preparation of reports, review requirements, and maintaining 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, consulting engineers, and appraisers;
- Monitor and maintain City street inventory and condition ratings, and submit information to Indiana Department of Transportation and the Local Technical Assistance Program at Purdue University;
- Acts on behalf of City Engineer in his/her absence;
- Performs other duties as assigned.
- Regular and dependable attendance is required.

### **Job Knowledge, Experience, Skills and Abilities Required:**

Incumbent shall possess:

- Bachelor of Science in Civil Engineering from an accredited ABET school;
- Possess a valid State of Indiana Professional Engineers license, or receive license within six (6) months following date of hire;
- 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, City Boards and Commissions, 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 minimal supervision;
- Ability to physically perform assigned duties, including sitting or standing/walking for long periods, walking on uneven terrain, lifting/carrying objects generally weighing 25 pounds or less, 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 Judgment:**

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.

**Working Conditions:**

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 generally weighing 25 pounds or less, 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.

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Department Head/Director's Signature

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Date

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Date Approved by the Board of Works  
and Public Safety