

**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.

Date Submitted:	April 16, 2025	Meeting Date:	April 21, 2025
Contact Information:			
Requested by:	Joanna Tennell		
On Behalf of Organization or Individual: Department of Planning & Engineering			
Telephone:	317-736-3631		
Email address:	jtennell@franklin.in.gov		
Mailing Address:	70 E. Monroe Street, Franklin, IN 46131		
Describe Request:			
Approval of Job Descriptions: City Engineer, Civil Technician, Planning Director, Project Manager, Utility Restoration Inspector			
List Supporting Documentation Provided:			
1. City Engineer			
2. Civil Technician			
3. Planning Director			
4. Project Manager			
5. Utility Restoration Inspector			
Who will present the request?			
Name:	Joanna Tennell	Telephone:	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.

CITY OF FRANKLIN, INDIANA
POSITION DESCRIPTION

POSITION: City Engineer
DEPARTMENT: Planning & Engineering
STATUS: Full-Time
FLSA STATUS: Exempt
DATE WRITTEN: 4/15/2025
DATE APPROVED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance is required. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Franklin will make reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of this position.

The incumbent performs administrative, supervisory, and professional engineering work necessary to manage the engineering, construction inspection, survey, traffic, and development design, capital budgets of the Planning and Engineering Department and to fulfill the statutory obligations of the City Engineer's position. The incumbent reports to the Department Head of the Department of Planning & Engineering.

PRIMARY JOB FUNCTIONS

Responsible for:

- 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 engineering 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.
- Other duties as assigned.

SECONDARY JOB FUNCTIONS

Responsible for:

- Assisting the public when necessary.
- Maintaining applicable office files in a variety of electronic and paper-copy databases for the purpose of future reference.
- Making contributions involving the authoritative application of city policies.
- Assisting the Planning Director, Project Manager, Civil Technician and Utility Restoration Inspector with respect to status of projects, as needed.
- Interpreting and understanding codes and ordinances in order to enforce them.
- Performance of other related/non-related functions, as required.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate equipment including, but not limited to:

- Office telephone;
- Calculator;
- Mobile telephone and/or tablet;
- Recorder;
- Computer;
- Printer;
- Copy machine;
- Field and office-based measuring tools; and
- Department motor vehicle.

CRITICAL SKILLS / EXPERTISE

The incumbent shall have:

- 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 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 engineering issues before elected officials, advisory boards, and citizen groups.
- A valid Indiana driver's license and demonstrated safe driving record.

EDUCATIONAL REQUIREMENTS / JOB EXPERIENCE

- Bachelor's Degree in civil engineering or related field and five years of experience in municipal engineering.
- 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.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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.
- 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 ACKNOWLEDGMENT

The position description for the position of City Engineer for the Department of Planning & Engineering describes the duties and responsibilities for employment in this position. Additional responsibilities may be assigned subject to the needs of the Department(s) and the abilities of the incumbent.

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 & Engineering
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: 4/15/2025
DATE APPROVED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance is required. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Franklin will make reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of this position.

The incumbent is responsible for all street cut permits and assist with inspecting the construction associated with street cut permits, inspecting development projects to ensure compliance with ordinances and technical specifications, and providing support to City Departments, Boards, and Commissions. The incumbent reports to the Department Head of the Department of Planning & Engineering.

PRIMARY JOB FUNCTIONS

Responsible for:

- Reviewing, approving, and inspecting street cut permits and managing the records in OpenGov.
- Performing on-site inspections to ensure compliance with ordinances and engineering standards, including residential, commercial and industrial projects.
- Receiving and responding to inquiries and complaints from the public, or directing same to appropriate individual or City Department.
- Inspecting various projects during and after construction to ensure compliance with project plans, specifications, and City ordinances.
- Corresponding and communicating with developers, project engineers, and contractors.
- Performing on-site inspections.
- Providing technical project support to other City Departments.
- Assist the Project Manager with the acceptance of construction work, acceptance and release of performance and maintenance guarantees, and preparing summaries and recommendations for such requests for consideration by the Board of Public Works and Safety.
- Other duties as assigned.

SECONDARY JOB FUNCTIONS

Responsible for:

- Assisting the public when necessary.
- Maintaining applicable office files in a variety of electronic and paper-copy databases for the purpose of future reference.

- Making contributions involving the authoritative application of city policies.
- Assisting the City Engineer, Project Manager and Utility Restoration Inspector with respect to status of projects, as needed.
- Interpreting and understanding codes and ordinances in order to enforce them.
- Performance of other related/non-related functions, as required.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate equipment including, but not limited to:

- Office telephone;
- Calculator;
- Mobile telephone and/or tablet;
- Recorder;
- Computer;
- Printer;
- Copy machine;
- Field and office-based measuring tools; and
- Department motor vehicle.

CRITICAL SKILLS / EXPERTISE

The incumbent shall have:

- Thorough knowledge of and ability to make practical application of accepted engineering principles and practices for design and construction of public works projects.
- Operate standard surveying and drafting equipment, such as level, transit, and calculator.
- Skill in public relations involving various infrastructure problems under stressful conditions.
- 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.
- Thorough knowledge of applicable City policies, laws, and regulations.
- 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.
- Operate an office computer and a variety of word processing and software applications, including engineering and drafting programs.
- A valid Indiana driver's license and demonstrated safe driving record.

EDUCATIONAL REQUIREMENTS / JOB EXPERIENCE

- Minimum of an Associate's Degree in Construction, Civil Engineering or related field or equivalent work experience.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent performs duties in an office environment and works outdoors, working on construction sites, in various weather conditions. This position may involve physical activity like

walking long distances, climbing ladders, and work in spaces in which physical exertion may be required. The position may require use of specialized inspection tools and equipment.

APPLICANT / EMPLOYEE ACKNOWLEDGMENT

The position description for the position of Civil Technician for the Department of Planning & Engineering describes the duties and responsibilities for employment in this position. Additional responsibilities may be assigned subject to the needs of the Department(s) and the abilities of the incumbent.

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: Planning Director
DEPARTMENT: Planning & Engineering
STATUS: Full-Time
FLSA STATUS: Exempt
DATE WRITTEN: 4/15/2025
DATE APPROVED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance is required. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Franklin will make reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of this position.

The incumbent 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. The incumbent reports to the Mayor.

PRIMARY JOB FUNCTIONS

Responsible for:

- Serves as the department head with responsibility for policy development, program planning, budget management, administration, and operational direction of the Department of Planning & Engineering.
- Directs the development of and monitors the performance of the department staff against the annual department budget and the City's Capital Improvement Plan.
- Oversees the preparation of department related city ordinances and the amendment of existing ordinances, including the municipal code, zoning ordinance and comprehensive plan.
- Ensures conformance to City plans and regulations through code enforcement strategies.
- Oversees the checking of plans and specifications for compliance with municipal ordinances and policies.
- Provides 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 primary and secondary plats.
- Maintains and enforces floodplain regulations, coordinates with State and Federal agencies, and effectively communicates floodplain regulations to the general public.
- Responds to public or other inquiries relative to planning policies and procedures on specific projects and other information.
- Provides advisory and expert witness services to other city departments on matters related to planning and development.
- Represents the department and presents the City's planning position at various meetings, including Board of Public Works and Safety, City Council, Technical Review Committee, Plan Commission and other meetings as directed by the Mayor.
- Other duties as assigned.

SECONDARY JOB FUNCTIONS

Responsible for:

- Assisting the Senior Planner II/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.
- Assisting the public when necessary.
- Maintaining applicable office files in a variety of electronic and paper-copy databases for the purpose of future reference.
- Making contributions involving the authoritative application of city policies.
- Interpreting and understanding codes and ordinances in order to enforce them.
- Performance of other related/non-related functions, as required.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate equipment including, but not limited to:

- Office telephone;
- Calculator;
- Mobile telephone and/or tablet;
- Recorder;
- Computer;
- Printer;
- Copy machine;
- Field and office-based measuring tools; and
- Department motor vehicle.

CRITICAL SKILLS / EXPERTISE

The incumbent shall have:

- Knowledge of applicable federal, state and local laws, codes and regulations and the purpose and application of local ordinances and state statutes as related to the job functions.
- Knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected officials and appointed boards and commissions; Indiana Open Door Law and other laws & regulations governing the conduct of public meetings.
- Ability to administer the City's personnel rules and policies, principles and practice of management and supervision.
- Operate an office computer and a variety of word processing and software applications, including engineering and drafting programs.
- Ability to perform various supervisory 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 planning research and compile comprehensive reports.
- Ability to represent planning issues before elected officials, advisory boards, and citizen groups.
- A valid Indiana driver's license and demonstrated safe driving record.

EDUCATIONAL REQUIREMENTS / JOB EXPERIENCE

- Bachelor's Degree in Urban 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.
- AICP Certification is preferred.

PHYSICAL EFFORT AND WORK ENVIRONMENT

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

APPLICANT / EMPLOYEE ACKNOWLEDGMENT

The position description for the position of Planning Director for the Department of Planning & Engineering describes the duties and responsibilities for employment in this position. Additional responsibilities may be assigned subject to the needs of the Department(s) and the abilities of the incumbent.

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 & Engineering
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: 4/15/2025
DATE APPROVED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance is required. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Franklin will make reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of this position.

The 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. The incumbent reports to the Department Head of the Department of Planning & Engineering.

PRIMARY JOB FUNCTIONS

Responsible for:

- 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;
- Prepare change orders for review and approval by City Engineer and Board of Public Works and Safety;
- 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 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;
- Other duties as assigned.

SECONDARY JOB FUNCTIONS

Responsible for:

- Assisting the public when necessary.
- Maintaining applicable office files in a variety of electronic and paper-copy databases for the purpose of future reference.
- Making contributions involving the authoritative application of city policies.
- Assisting the Planning Director, Civil Technician and Utility Restoration Inspector with respect to status of projects, as needed.
- Interpreting and understanding codes and ordinances in order to enforce them.
- Performance of other related/non-related functions, as required.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate equipment including, but not limited to:

- Office telephone;
- Calculator;
- Mobile telephone and/or tablet;
- Recorder;
- Computer;
- Printer;
- Copy machine;
- Field and office-based measuring tools; and
- Department motor vehicle.

CRITICAL SKILLS / EXPERTISE

The incumbent shall have:

- Thorough knowledge of and ability to make practical application of accepted engineering principles and practices for design and construction of public works projects.
- Operate standard surveying and drafting equipment, such as level, transit, and calculator.
- Skill in public relations involving various infrastructure problems under stressful conditions.
- 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.
- Thorough knowledge of applicable City policies, laws, and regulations.
- 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.
- Operate an office computer and a variety of word processing and software applications, including engineering and drafting programs.
- 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.

EDUCATIONAL REQUIREMENTS / JOB EXPERIENCE

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

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent performs duties in an office environment and works outdoors, working on construction sites, in various weather conditions. This position may involve physical activity like walking long distances, climbing ladders, and work in spaces in which physical exertion may be required. The position may require use of specialized inspection tools and equipment.

APPLICANT / EMPLOYEE ACKNOWLEDGMENT

The position description for the position of Project Manager for the Department of Planning & Engineering describes the duties and responsibilities for employment in this position. Additional responsibilities may be assigned subject to the needs of the Department(s) and the abilities of the incumbent.

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: Utility Restoration Inspector
DEPARTMENT: Planning & Engineering
STATUS: Part Time / Seasonal
FLSA STATUS: Non-Exempt
DATE WRITTEN: 3/16/2025
DATE APPROVED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance is required. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Franklin will make reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of this position.

The incumbent is responsible for inspecting and verifying the quality of repairs to public infrastructure (e.g. streets and sidewalks) following utility work performed by utilities, contractors, and subcontractors to ensure compliance with permits, ordinances, safety standards, regulations, and technical specifications. The incumbent shall coordinate with Right-of-Way (RW) permit personnel, City Code Enforcement, and the Street Department, providing support to City Departments and City Administration in support of this effort. The incumbent reports to the Department Head of the Department of Planning & Engineering.

PRIMARY JOB FUNCTIONS

Responsible for:

- Understanding and enforcing local ordinances and permit requirements in cooperation with the City Engineer, Project Manager, and Civil Technician.
- Review RW permits to understand the schedule and scope of work covered by a permit, with particular attention to restoration of public facilities within the public RW.
- Review project plans, drawings, and permits to verify compliance with restoration standards.
- Field mark areas to be repaired, and provide explanation of the scope of repairs with the permit holder and those who will perform restoration work.
- Perform on-site inspections of utility work within public RW to ensure compliance with ordinances and engineering standards.
- Correspond and communicate with utility personnel and contractors to address substandard work.
- Receive and respond to inquiries and complaints from the public.
- Provide technical project support to other City Departments.
- Maintain records to document proper completion and close-out of utility projects.
- Work with Department of P&E staff to assess fines for substandard work, including failure to complete projects within a timely manner, or failure to secure required permits.
- Collaborate with restoration crews and contractors to address identified issues and ensure repairs are completed to the required City of Franklin standards.
- Prepare comprehensive inspection reports detailing observations, findings, and recommendations for corrective actions, including photos and measurements.
- Prepare summary reports of work permitted, underway, and completed each month.

- Identify work areas not meeting City standards, document those areas with photographs and written reports, and provide the information to supervisors, the Mayor's Office, and State Legislative staff, as necessary.
- Assist the Right-of-Way (RW) permit personnel with maintenance of the permit database contained in OpenGov.
- Other duties as assigned.

SECONDARY JOB FUNCTIONS

Responsible for:

- Assisting the public when necessary.
- Maintaining applicable office files in a variety of electronic and paper-copy databases for the purpose of future reference.
- Making contributions involving the authoritative application of city policies.
- Reporting to the City Engineer, Project Manager and Civil Technician with respect to status of projects, as needed.
- Interpreting and understanding codes and ordinances in order to enforce them.
- Performance of other related/non-related functions, as required.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate equipment including, but not limited to:

- Office telephone;
- Calculator;
- Mobile telephone and/or tablet;
- Recorder;
- Computer;
- Printer;
- Copy machine;
- Field and office-based measuring tools; and
- Department motor vehicle.

CRITICAL SKILLS / EXPERTISE

The incumbent shall have:

- Understanding of utility infrastructure, including water, sewer, gas, electrical, and telecommunications systems.
- Familiarity with construction practices and procedures related to utility repairs.
- Basic knowledge of applicable ordinances and inspection procedures.
- Ability to analyze issues, identify root causes, and propose solutions using deductive reasoning.
- Ability to carefully examine work and identify minor discrepancies.
- Clear and concise verbal and written communication to convey findings and recommendations.
- Basic knowledge of Indiana utility laws.
- Basic knowledge of city ordinances.

- 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.

EDUCATIONAL REQUIREMENTS / JOB EXPERIENCE

The incumbent must have a high school diploma or its equivalent. Prior experience in utility construction or inspection is preferred.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent is expected to work outdoors, working on construction sites, in various weather conditions. This position may involve physical activity like walking long distances, climbing ladders, and work in spaces in which physical exertion may be required. The position may require use of specialized inspection tools and equipment. Limited work will be required in an office environment.

APPLICANT / EMPLOYEE ACKNOWLEDGMENT

The position description for the position of Utility Restoration Inspector for the Department of Planning & Engineering describes the duties and responsibilities for employment in this position. Additional responsibilities may be assigned subject to the needs of the Department(s) and the abilities of the incumbent.

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