



LEGISLATIVE COVER MEMO

Introduction: March 2, 2026

Agenda Item: **Resolution 2026-16**

ADOPTING A POSITION DESCRIPTION FOR THE
CONSTRUCTION INSPECTOR

Submitted by: Eric Damian, City Engineer

Scope/Description: This Resolution adopts a position description for the Construction Inspector. This position is full-time and reports to the City Engineer. This position will provide technical support including conducting field inspections of public infrastructure construction projects and existing City infrastructure, monitor contractor performance, review plans, ensure correct procedures are followed and proper construction materials are used and installed. Ensures projects meet quality control standards and code compliance requirements. The Safety Committee reviewed the position at their February 2, 2026 meeting and recommends adoption.

Budget Impact: Cost to be offset by development fees.

Exhibits: Exhibit A: Construction Inspector Position Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2026-16

ADOPTING A POSITION DESCRIPTION FOR THE CONSTRUCTION INSPECTOR

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, upon the recommendations of the City Manager, this Council now finds it desirable to adopt position descriptions for the position of Construction Inspector to adequately reflect the duties and responsibilities of this position,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The position description for Construction Inspector is attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan.

Section 2. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: March 2, 2026

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on March 2, 2026.

Khristi Dunn, Clerk of Council



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POSITION DESCRIPTION

Employee Name:		Department:	Safety/Building & Zoning
Civil Service Status:	Unclassified	Position Title:	Construction Inspector I/ Construction Inspector II
Employment:	Full-time	Reports To:	City Engineer
FLSA Status:	Exempt	Supervises:	Determined by project

GENERAL DESCRIPTION: Under the direction of the City Engineer, provides technical support and coordination of City construction and building projects, including coordinating construction timelines, conducting field inspections of public infrastructure construction projects and existing City infrastructure, monitoring contractor performance, reviewing plans, and ensuring correct procedures are followed and proper construction materials are used and installed. Ensures projects meet quality control standards and code compliance requirements.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Oversees the construction of public infrastructure including, but not limited to, streets, sidewalks, curb ramps, storm sewers, sanitary sewers, water distribution systems, traffic control devices, street lighting, bridges, and other public or private infrastructure improvements subject to City approval or acceptance.
2. Prepares and maintains logs, records, and other documentation related to inspection activities. Conducts research; prepares written reports; and drafts and distributes correspondence in accordance with established procedures.
3. Inspects and approves public infrastructure construction and private development improvements requiring City approval or acceptance to ensure compliance with applicable construction standards, regulations, guidelines, specifications, codes, and ordinances.
4. Coordinates with contractors, subcontractors, and utility companies to ensure projects progress in an efficient and cost-effective manner. Resolves construction conflicts that arise in the field. Examines workmanship, measures material quantities, documents construction deficiencies or deviations, and ensures proper file maintenance.
5. Reviews and verifies contractor pay applications, including confirmation of quantities, work completed, and compliance with approved plans, specifications, and contract requirements. Provides documentation and field input to support approval or correction of payment requests. Advises City Engineer regarding status of issues.
6. Acts as the City's primary liaison for utility coordination within the public right-of-way, including: devising and monitoring utility relocations and replacements; identifying unresolved utility conflicts or abandoned infrastructure; and following up with responsible utility providers to ensure timely removal or correction. Coordinates among multiple utilities to reduce conflicts, improve safety, and maintain the appearance and functionality of the public right-of-way.
7. Serves as a customer service liaison between construction contractors and property owners to minimize inconvenience to residents and businesses. Maintains communication with City departments, homeowners, contractors, developers, the general public, and other governmental agencies to disseminate information regarding project scope and schedule, respond to inquiries, and address concerns and complaints. Resolves issues regarding project delays and interruptions.
8. Reviews and interprets construction plans, specifications, and engineering documents for compliance with applicable City standards, codes, and ordinances. Identifies and coordinates resolution of deviations from approved plans or specified construction procedures.



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9. Assists the City Engineer and other departments with planning and coordination for future public infrastructure projects. Updates and maintains records and mapping related to the City's water distribution and sanitary sewer systems.
10. Maintains awareness of changes in applicable construction standards and practices and provides technical input to the City Engineer regarding inspection procedures, construction practices, and infrastructure performance considerations.
11. Designs records keeping systems for infrastructure and building projects and maintains records for all.
12. Demonstrates ability to analyze and problem solve. Exercises appropriate discretion and professional judgment.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

QUALIFICATIONS:

Knowledge: Ability to draft and maintain proficiency in and knowledge of state and local zoning/building code, building/property inspection techniques and current, upcoming and/or new regulations/legislation within area of responsibility. Knowledge of the materials, methods, equipment, regulatory practices, and reporting requirements utilized in the operation, construction, maintenance, and repair of water and wastewater distribution and collection systems. Knowledge of materials, methods and equipment utilized in the operation, construction, maintenance, and repair of municipal streets, drainage, and roadway systems. Knowledge of principles of structural design, engineering mathematics and building inspection. Ability to understand and interpret plans, diagrams, blueprints, and specifications.

Reasoning Skills: Ability to work independently in the field with no oversight. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Ability to analyze and check complex plans and specifications. Ability to understand, interpret, and apply laws, rules, and regulations to specific situations. Ability to coordinate multiple technical jobs simultaneously. Uses tact, discretion, initiative, and independent judgment to ensure on time completion of projects.

Communication Skills: Ability to read, write, interpret, and effectively and tactfully communicate detailed and complex construction situations and regulations to a wide variety of audiences. Ability to develop and maintain effective relationships with the compliance organizations, civic leaders, contractors, the public, and staff at all levels. Ability to respond effectively to answer inquiries, resolve complaints, and communicate with property owners, lessees, contractors, developers, and the public and to bring resolution to violations. Ability to compile and prepare reports, business correspondence, and documents using original or prescribed techniques or style.

Education and Experience: Associate's degree in Civil Engineering Technology, Construction Engineering Technology, Construction Management, or a related field or equivalent experience in construction project management required; bachelor's or higher degrees in engineering, environmental engineering, construction, or related disciplines that exceed these requirements preferred.

Minimum of three (3) to five (5) years of progressively responsible experience in public works construction, construction inspection, or related civil infrastructure work involving streets, utilities, and site development; municipal experience preferred.

An equivalent combination of education, experience, and relevant certifications may be considered for initial placement as Level I or II of the position and advancement.

Knowledge of public works construction concepts, principles, methods, practices, and procedures is required.

Familiarity with applicable environmental, stormwater, and construction-related regulations is beneficial.



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Possession of, or ability to obtain within a reasonable period after hire, professional certifications or training related to construction inspection, materials testing, transportation or utility infrastructure, construction safety, or public works operations is preferred. Such certifications may be issued by nationally recognized professional organizations, state agencies, or industry associations and may include inspection, materials testing, traffic control, or construction safety credentials relevant to public infrastructure projects.

Possession of a valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability under the City's insurance plan is required.

Equipment, Tools and Materials: Ability to operate assigned equipment, use computer equipment, modern fiscal software and equipment, and standard office equipment. Ability to periodically drive personal and City vehicle.

Math Skills: Advanced mathematical skills required. Ability to develop and adhere to project budgets. Ability to develop estimates and implement cost saving measures.

Physical Requirements: (with or without accommodation): Ability to frequently operate a motor vehicle, hold, lift, reach, stoop and turn, grasp, stand, and walk. Ability to occasionally, sit and use keyboard. Sufficient dexterity and mobility to perform all required inspection tasks on structures of varying design and height at varying construction stages, including stages when sidewalks, ramps, and stairs have not been installed. Ability to endure a variety of climatic and temperature conditions, sometimes in active construction sites and hazardous areas and conditions, often in areas of moving traffic. Ability to lift occasionally up to 50 lbs. for operational equipment and materials on site during inspections. Ability to use computer terminals for sustained input and processing.

Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required.

Technical Skills: Ability to use e-mail, spreadsheet, and office software. Ability to maintain financial records. Ability to learn automated system functions used in carrying out job duties.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Work is accomplished in office and outdoor construction environments that may involve climbing, crawling, exposure to adverse weather conditions, or potential personal danger. Works in the vicinity of floor or wall openings, elevated platforms, and/or runways. Ascends and/or descends ladders, stairs, or scaffolds and works in an area in which means of egress is or can be obstructed. May be exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas. Exposed to possible injury from extremely noisy conditions above 85db, or possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions, and electrical shock. Exposed to possible injury from falling from high places. May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances. Exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.



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The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)