



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: Locator/Permit Coordinator
DEPARTMENT: Engineering
SALARY: \$32,694.00
HOURS: Full-time

DATE POSTED: December 20, 2013
DATE CLOSED: January 24, 2014

DEFINITION: Identifies and triages locate requests for Public Works Facilities, obtains as-built information for field locating, maintains Locates Database, and is primary contact for email notification Locate Account. Reports to the Director of Engineering while accepting assignments from Assistant City Engineer, Construction and Project managers and Project Coordinator.

ESSENTIAL FUNCTIONS:

1. Utilizes the IUPPS account
2. Plan review and permitting for Non-municipal Utilities
3. Perform follow-up for excavation, sidewalk, curb and driveway permits
4. Research property ownership

QUALIFICATIONS:

1. Minimum of two years college or technical school
2. Previous experience with utility or engineering consulting firm preferred
3. Operate independently with minimum supervision
4. Able to read and understand engineering drawings for streets, sewers and traffic signals.

PHYSICAL REQUIREMENTS:

1. Field duty in all weather types and environmental conditions
2. Manual dexterity
3. Lifting up to 40 pounds unaided

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: bbonham@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.