

STUDENT WORK REPORT

Co-Op Student Information

Date: 1/11/2010
Student Name: Derrek Day
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School/Discipline: Civil Engineering

Please circle your current work session:

- 3-session – 1 2 3
- 5-session – 1 2 3 4 5

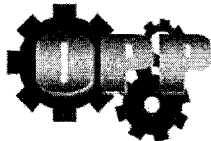
Co-Op Employer Information

Does the Work Report contain Proprietary Information? Y or N (please circle one)

May Purdue post the Work Report on the OPP website? Y or N (please circle one)

Co-op Employer: TOWN OF FISHERS
Supervisor Name: LAURA THELKING
Supervisor Signature: [Signature]

PROFESSIONAL PRACTICE (CO-OP) PROGRAMS





Derrek Day

Work Session 1

August 10, 2009-December 22, 2009

1301 Tower Dr.

West Lafayette, IN 47906-2540

Director of Engineering:

Signature

Date

Jeff Heiking, PE. CFM


12/22/09

Overview

On August 10, 2009 I began my first work session for the Town of Fishers, IN. Specifically, I worked for the Engineering Department. My Employer Coordinator is Jeff Heiking and is also the Director of Engineering. My immediate supervisor was Laura Thielking the Assistant Engineer on staff. Laura oversees the plan review process for the Department.

I assisted her by receiving submittals and checking all documents and data into their system and creating files for each project. Each file required research of the proposed building site and the creation of maps to understand any complications. I helped in the actual review by checking for correct data in the various documents received. I accompanied various office staff to meetings ranging from construction coordination meetings to pre-design meetings.

Working for the Town of Fishers has greatly benefitted my view of engineering as a profession. I was able to see many different fields of engineering that I had yet to come in contact with, including transportation engineering. I am looking forward to returning, to work more with the management of Capital Improvement Projects. I hope this will give me a better insight into a field of interest for me, construction management.

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Town of Fishers: Engineering

The division of Salathiel Fisher's land into town plots established the Town of Fishers in 1872. The governing body is made of a 7-member council, who are elected by the Town's people. This council then appoints a Town Manager to care for day-to-day business. Having a Town Manager that remains in office allows for longer-term goals to be carried out. This is particularly important at a time of rapid growth for the town. From 2000 to 2004 the town experienced a 38% increase in population from 38,000 to 52,390. The 2007 census had another drastic population increase to 65,382. These numbers are expected to only grow as Fishers continues to climb in nationally recognized rankings for, "Best Places to Live."

To maintain this type of growth, constant planning and construction is needed in all areas of infrastructure within the Town of Fishers. This is why the Town has set rigorous goals and standards for building, maintaining, and development planning; standards which are enforced and inspected by the Town's Engineering Department

During my work session, the Town's Departments underwent reorganization. When I began working for Fishers I was under the Department of Public Works and Engineering. This department handled everything from plan review to care for public entities such as the sewer systems. This department then was split early in my work session to the Department of Public Works and the Engineering and Inspections Department.

For the remainder of my time with Fishers I was under the latter of the two departments. With Jeff Heiking at the helm, this department deals with plan review for proposed construction, oversight of current Capital Improvement Projects, storm water management, and with all site and building inspections.

Projects and Work Experience:

While working for the Town of Fishers I was involved mainly with plan review, coordination meetings, and database reorganization. By the end of my work session I became quite proficient in handling each of these tasks.

The Technical Advisory Committee (TAC) must review every set of plans for any type of construction occurring within the Town of Fisher's annexed borders. This committee consists of the Town's Development, Engineering, Fire, and Police Departments as well as any affected utilities. Each party concerned reviews the plans and provides a list of needed changes that must be addressed before a building permit is issued.

I assisted in the review of many different TAC submittals. The main focus in these reviews for the Engineering Department was ensuring that the Site Construction plans complied with all applicable Town Ordinances. Common problems encountered were inadequate or interfering traffic access, inadequate storm water management, or poor utility function. Another major function of the Engineering review was to maintain easements and right-of-way for future development.

From the very first week of my session I was invited to go to meetings with various office personnel. There were three main types of meetings in which I participated; pre-

TAC, construction coordination, and interdepartmental meetings. In Pre-TAC meetings the Engineering department sits down with project designers from Civil Engineering firms to help the engineers foresee any problems they might encounter with their design. Construction coordination meetings are held with construction superintendents on Town Projects to assist with cost efficient construction and scheduling. Interdepartmental meetings are most often held to discuss how to deal with a problem with a submitted project. This helps ensure that the Town is in agreement when dealing with design companies and residents.

Early in my work session I was charged with the task of reorganizing all of the Engineering Department's existing project files. This involved researching each project to discover any piece of information I could find and then entering it into a completely new database. This task consumed a majority of my time. Due to the lack of a set process for entering data in the past, the existing files were inconsistently organized. To combat this in the future I helped construct a set of guidelines for inserting and retrieving data.

Professional Development:

The experience provided by working for the Town of Fishers has had a large impact on my professional development as a student. Working in an office setting, being a part of the TAC process, meetings, and overseeing a project will all have a future impact in being prepared for a career.

Working in an office setting provides an opportunity to see how daily activities are managed, before being asked to manage them. I learned things like how to efficiently communicate with people and between departments, prioritize time, conduct productive meetings, and how to deal with clientele. These tasks are things that are learned by experience and observation. The Town of Fishers offered an exceptional atmosphere to experience many different business attitudes. This variety was found mainly in meetings with other engineering firms.

Being a part of the TAC process provided insight into how engineers work through the design of a construction site. It showed a different side to the process where I could observe how engineers must fit their designs into the constraints of the local zoning and ordinance laws. This taught me how municipalities function and will help me work with these types committees in the future.

Meetings are the basis of communication in any office and knowing how to effectively participate in them is vital to being a productive employee. Learning skills such as how to prepare, how to communicate ideas, and how to manage conflict are all essential components that I was able to experience. I was often asked to help in researching prior to a meeting, directly involving me in this process.

Lastly, overseeing the reorganization of a filing system helped in my development by forcing the use and refinement of my organizational skills. I was able to produce a system that will run efficiently for years to come.

Citations

About Fishers. Town of Fishers, 4/4/2008. Web. 12/29/2009.
<<http://www.fishers.in.us/egov/docs/1207330912501.htm>>