



City of Ankeny Iowa Utility Permit Specialist

SALARY	\$33.16 - \$44.50 Hourly	LOCATION	1210 NW Prairie Ridge Dr, Ankeny
JOB TYPE	Full Time	JOB NUMBER	00687
DEPARTMENT	Municipal Utilities	OPENING DATE	02/02/2026
CLOSING DATE	2/22/2026 11:59 PM Central		

Function

The City of Ankeny is accepting applications for the fulltime position of Utility Permit Specialist with the Municipal Utilities Department. Under general supervision, this position performs review and analysis of public and private utility constructions plans and permits, prepares comments and provides feedback on submitted permit requests for work on public and private infrastructure projects, coordinates, reviews, and issues private utility permits, perform on-site inspections of permitted work within City of Ankeny's right of way (ROW) including pavement cuts, sidewalks, driveways, utility installations, non-pavement digging/boring, responds to inquiries and complaints from citizens and contractors.

Starting salary range is \$33.156 - \$38.383 per hour depending on qualifications, plus excellent benefits.

Hours: 8 am - 5 pm, Monday - Friday (on-site position in Ankeny, IA)

The City of Ankeny offers a comprehensive benefits package including:

- Vacation and Sick Leave
- Personal Leave
- Nine (9) Paid Holidays
- Health/Dental/Life/LTD Insurance
- Wellness Programs and Incentives
- Tuition Reimbursement and Continuing Education Programs
- Public Service Student Loan Forgiveness Benefit
- Defined Benefits Pension Plan Through IPERS
- Deferred Compensation Plan
- Voluntary Insurance Benefit Options
- Longevity Pay

Applications must be received by Sunday, February 22, 2026. Interested individuals should apply online at www.Ankenyiowa.govgov/jobs and attach a current resume and cover letter expressing interest and qualifications. Pre-employment drug screen and background check required.

To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Additional information will be emailed on Monday, February 23, 2026. Please check your email (and junk email) for testing information.

Principal Duties and Responsibilities

- Coordinate with staff in other departments as necessary to review and respond to permit submissions.
- Compare proposed submittals against existing infrastructure and existing easements to determine where the applicant's proposed utility can be located.
- Assist with the review small cell applications and their coordinated work with impacts on the public ROW.
- Evaluate locations of hand holes, poles, pedestals, etc. against existing infrastructure and easements in place and make recommendations as necessary.
- Assist with the coordination of ROW management activities with public and private utility companies and private contractors; and ROW requirements within other City departments.
- Prepare comments and questions on said permits to Utility Coordinator for review and response to applicant.
- Monitor the progress of permit work to ensure all restoration work is complete and in compliance with the City of Ankeny's standards and requirements.
- Assist in the tracking progress of permits making sure all restoration work is complete and in compliance with existing guidelines. Also continue to maintain an organized project listing of what was submitted, when it was submitted and when it was responded to or ultimately approved.
- Review work completed by other departmental staff related to permit submissions and respond back with Utility Coordinator.
- Verify if new easements will be required and add to subdivision final plat drawings as necessary.
- Verify that street lighting is being installed per approved plans. Review any requests for relocation as necessary for proposed construction.
- Assist in coordination of all public and private utility construction and issue correct permit(s) as needed.
- Coordinate with staff to share any needed mapping, shapefiles, or CAD files with applicant so this information will be included within their permit submission.
- Inspect all field work related to permits for compliance and completeness. Also review all restoration work completed by contractors related to permits.
- Respond to inquiries from contractors, consultants, or residents regarding any activity with the City of Ankeny's ROW.
- Gather data in support of planned or proposed projects and review legal descriptions.
- Review record drawings and shop drawings for pre-cast storm and sanitary structures.
- Assists engineering staff with research and other duties on a variety of engineering tasks.
- Assists engineering staff with final inspections and files reports for findings using LAMA.
- Assists with other duties as assigned.

Entry Requirements and Skills

Graduation from high school or an equivalent and two (2) years technical schooling with classes in math, computer-aided drafting, surveying, engineering technology, or related engineering field. Education beyond high school may be substituted at a rate of two (2) years of experience for one (1) year of education.

Knowledge of the principles and practices of civil engineering, general construction, and graphic information systems (GIS); knowledge of the materials, methods, and practices of public and private construction; ability to read and interpret engineering plans for public and private construction including proposed improvements as well as existing infrastructure; ability to perform moderately complex computations; ability to communicate ideas to others; ability to establish and maintain effective working relationships with other employees, contractors, consultants, and the general public; ability to organize and maintain multiple projects at one time; ability to provide written and verbal communication to applicants regarding any comments or concerns obtained from the review process; and basic knowledge of computer aided drafting (CAD), and graphic information system (GIS) software are helpful but not required.

REQUIRED SPECIAL QUALIFICATIONS:

- Shall be able to obtain a valid motor vehicle operator's license issued by the State of Iowa.

- Works in both a typical office and construction field environment all seasons of the year.
- Climbs and walks over uneven terrain.

PHYSICAL REQUIREMENTS:

- Work requires the occasional exertion of up to 50 pounds of force.
- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to kneel, squat, and walk.
- Must be able to move up and down ladders and stairs.
- Must be able to work in wet, snow/icy weather conditions.
- Must keep regular and reliable attendance at work.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website<http://www.ankenyiowa.gov>**Utility Permit Specialist Supplemental Questionnaire*****QUESTION 1****Do you posses a high school diploma or GED?**

Yes
 No

QUESTION 2*Do you possess a valid driver's license?**

Yes
 No

QUESTION 3*What field is your degree in? If no degree, enter none.*****QUESTION 4****How many years of technical schooling with math, computer-aided drafting, surveying, or engineering technology coursework do you have?***** Required Question**