

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Shayne Santi  
Work Phone: 608-261-9128
2. Class Title (i.e. payroll title):  
TBD
3. Working Title (if any):  
GIS Analyst
4. Name & Class of First-Line Supervisor:  
Peter Braselton, Computer Mapping/GIS Coordinator  
Work Phone: 608-261-9834
5. Department, Division & Section:  
Water Utility, Engineering, Mapping
6. Work Address:  
119 E Olin Ave, Madison, WI 53713
7. Hours/Week: 38.75  
Start time: 0700 End time: 1530
8. Date of hire in this position:  
~ 04/01/2006
9. From approximately what date has employee performed the work currently assigned:  
06/01/2009

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### 10. Position Summary:

This is skilled technical support work in the Madison Water Utility. The work involves independently performing a variety of tasks such as: technical drafting of plans, maps, drawings and layouts; developing and/or using computer applications; making routine engineering computations, and performing other related field and office work. The work at this level differs from that at the Engineering Aide I and Civil Tech I level in terms of technical difficulty/complexity of assignments and independence of action. The work is performed under the general direction of the Mapping/GIS Coordinator.

### 11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

#### 50% A. Unidirectional Flushing

1. Assign and Coordinate crews to work areas
2. Plan yearly flushing
3. Draw/maintain maps. Provide to crews.
4. Data entry and analysis
5. Public information: Phone calls to customers and media advertising

- 5%    B. Lead Service Replacement
    - 1. Create & maintain address spreadsheets for street construction jobs
    - 2. Send letters to notify POs
    - 3. Coordinate replacements with contractors, plumbers, and WU staff
    - 4. Update Lead Database with info from meter slips, inspections, and PO calls
  
  - 15%   C. GIS Work
    - 1. Enter as built information into records
    - 2. QC check of projects entered into GIS
    - 3. Update hydrant nozzle information
    - 4. Update service materials based on lead service replacements
    - 5. Provide ad hoc custom maps for internal and external customers
    - 6. Field verification of GIS data
  
  - 5%    D. Computer Maintenance
    - 1. Assist staff with hardware and software issues
    - 2. Routine computer maintenance
    - 3. Software installation
  
  - 20%   E. Hydraulic Model
    - 1. Update model network based on new construction
    - 2. Use model for flow tests and data for hydrant painting
  
  - 5%    F. GPS
    - 1. Collect points
    - 2. Maintain existing GPS Data
    - 3. Train others on the use of GPS equipment
12.    Primary knowledge, skills and abilities required:

Considerable technical knowledge of drafting techniques, materials and tools. Knowledge of standard engineering nomenclature and mathematics including geometry and trigonometry. Working knowledge of surveying techniques and equipment. Working knowledge of computer usage, terminology, and spreadsheet and database applications. Strong working knowledge of CAD/GIS software. Ability to make neat and legible technical drawings and maps. Working knowledge of map projections. Ability to perform mathematical computations quickly and accurately. Ability to read detailed maps, plans and specifications. Ability to assist in development of computerized systems and programs. Ability to follow instructions and established procedures. Ability to establish and maintain effective working relationships with internal staff and with persons in other agencies, contractors and the public. Ability to manage data using both manual and computerized systems. Ability to contribute to the preparation of technical reports. Ability to perform field work including observations, measurements, data collection, and surveying activities.

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13.    Special tools and equipment required:

CADD/GIS workstation, software and plotters.  
GPS data collection hardware and software.

14. Required licenses and/or registration:

Valid Wisconsin driver's license.

15. Physical requirements:

Ability to work at computer work station and desk for long hours, to operate a motor vehicle, to get to and walk around construction sites and be on site in all weather conditions. Moderate physical labor when in the field.

16. Supervision received (level and type):

Comp Group 18 Range 11. Work Reviewed upon completion.

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).  
☐ has no leadership responsibility.  
☒ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☒ I prepared this form and believe that it accurately describes my position.  
☐ I have been provided with this description of my assignment by my supervisor.  
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

☐ I have prepared this form and believe that it accurately describes this position.  
☒ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

