

CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON
HUMAN RESOURCES
2012 FEB 14 AM 10:12

1. Name of Employee (or "vacant"):
Vacant
Work Phone: Sewer Repair Leadworker
2. Class Title (i.e. payroll title):
Engineering Operations Leadworker 1
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Jim Martinson, Public Works General Foreperson
Work Phone:
5. Department, Division & Section:
Public Works/Engineering/Operations
6. Work Address:
1600 Emil St.
7. Hours/Week: 40
Start time: 7:30 AM End time: 3:00 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible semi-skilled and/or skilled work in leading a crew in the maintenance and/or repair of the City's sanitary sewer, storm sewer and drainage facilities. An employee in this class leads a crew consisting of Street & Sewer Machine Operator 3's, lower level machine operators and/or maintenance workers in the performance of the assigned maintenance and repair tasks. The work involves using initiative and judgment in completing assigned tasks.

Employees work under limited supervision, assignments are received from a Public Works General Foreperson who is available for information and assistance, and work is reviewed through in-progress checks and for overall results.

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

10% A. Planning, Coordination and Oversight

1. Communicate assignments to crew members and deploy to job site.
2. Mark location of repair in field as well as location of sanitary and storm facilities in vicinity of proposed excavation; confer with locators and/or watchdogs for other utilities as necessary.
3. Communicate with affected property owners.
4. Implement and maintain required erosion control and tree protection measures;
5. Coordinate and direct activities of assigned crew members to accomplish work in a safe and efficient manner.
6. Provide additional assignments as necessary to ensure that crew members are productive during work hours.
7. Observe the work of assigned crew members employees on a regular basis and provide feedback to employees and supervisor.
8. Ensure that assigned vehicles and equipment are fueled and cleaned. Notify supervisor of any problems and/or damage to assign vehicles and equipment.

40% B. Sanitary and Storm Sewer Pipeline Repair

Coordinate and lead a crew of skilled Street & Sewer Machine Operator 3s and lower-level equipment operators and maintenance workers in the maintenance and/or repair of underground sanitary and storm sewer facilities, including, but not limited to mains, connections, services, leads and related appurtenances. Work includes, but is not limited to:

1. Directing excavation to avoid damaging other underground utilities, expose damaged facility and to provide proper alignment and grading of repair, replacement or extension;
2. Proper installation of trench shoring needed to provide safe working conditions in the trench and protect the work, existing property, utilities, pavement, etc.
3. Removal of any material not suitable for proper bedding and/or backfill;
4. Removal of damaged section(s) of pipe; Installation and connection of new pipe, including wyes and tees, to existing pipe at proper alignment and grade;
5. Obtaining, placing and compacting of suitable material to bed pipe and backfill trench;
6. Securing job sites that must remain open over night;
7. Installation of temporary and permanent patches and restoration of terraces and easements.

5% C. Sanitary and Storm Structure Repair

Coordinate and lead one or more crews of Street & Sewer Machine Operator 3s and/or lower-level equipment operators and maintenance workers in the maintenance and/or repair of sanitary and storm sewer structures and related appurtenances. Work includes, but is not limited to:

1. Repair of access structures, catch basins, inlets, or other structures;
2. Replacement and adjustment of castings, grates, and gates;
3. Installation of interior and exterior chimney seals;
4. Sealing structures to prevent/eliminate infiltration and leaking;
5. Replacing worn castings;
6. Cushioning noisy lids to eliminate noise;
7. Reconstructing and repairing benches, flow lines, inverts and channels.

5% D. Storm Drainage Facilities Repairs

Coordinate and lead crew of skilled Street & Sewer Machine Operator 3s and/or lower-level equipment operators and maintenance workers in the maintenance and/or repair of storm drainage facilities and related appurtenances. Work includes, but is not limited to:

1. Clearing and grubbing;
2. Cleaning ditches to remove accumulated debris, sediment, trash, cat tails, beaver dams, etc.; loading and hauling of excavated materials;
3. Repair of eroded areas in greenways and other drainage areas.

5% E. Concrete Repair and Installation

Coordinate and lead crew of skilled Street & Sewer Machine Operator 2s and/or lower-level equipment operators and maintenance workers in the repair, replacement and/or installation of concrete sidewalk, curb and gutter, pavement, access structures, catch basins, inlets, or other structures. Work includes, but is not limited to:

1. Patching and grinding;
2. Drilling and doweling; installation of reinforcing steel;
3. Setting and removing forms;
4. Placing and finishing concrete;
5. Installation of required joints and expansion filler;
6. Application of curing compound;
7. Protecting exposed surface from rain, cold and/or traffic until cured;
8. Backfilling and restoration.

10% F. Safety

Coordinate, lead and perform all work required to provide a safe work site for assigned crew as well as pedestrians, bicyclists and motorists. This includes, but is not limited to:

1. Ensure that all assigned crew members are properly equipped with and using required personal protective equipment (i.e. steel-toed shoes, high-visibility clothing, hard hat, eye and hearing protection, etc.) for the job being performed;
2. Installation and maintenance of temporary work zone traffic control to ensure the safety of crew and allow vehicles, cyclists, and pedestrians to move safely and easily through or around work areas; Oversee and/or perform confined space entries;
3. Oversee proper use of shoring, sloping & benching, and trench boxes;
4. Check and monitor for potential hazardous atmospheres in trenches and structures;
5. Ensure that excavation does not commence prior to authorized start date and time provide by Digger's Hotline and that all notified utilities have responded to locate request;

10% G. Emergency Response

1. Lead assigned crew(s) and participate in various weather-related emergency response and recovery efforts. This includes, but is not limited to snow and ice control and removal activities; storm grate cleaning and debris removal; pumping; etc.

5% H. Record Keeping and Documentation

Maintain accurate paper and computer records and submit required documentation in a timely manner. This includes, but is not limited to:

1. Work order related records such as description of work accomplished, problems encountered, tasks remaining in order to complete job; labor, equipment and materials utilized.
2. LPOs, receipts, invoices, tickets and other documentation of supplies and materials purchased.
3. Purchasing card log and statement.
4. Truck inventory and materials taken from central inventory;
5. Vehicle and equipment maintenance requests.
6. Accident/Incident reports.
7. Other documentation as required.

5% I. Other Related Work

1. Provide emergency assistance as required by other City departments including Police and Fire.
2. Perform other related work as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the methods, materials, and equipment used in the installation and repair of sanitary and storm water systems work to include related principles, procedures, terminology, equipment and tools. Thorough knowledge of applicable safety practices and equipment. Ability to provide for crew and related traffic safety considerations. Working knowledge of regulations relative to confined entry and trench safety. Knowledge of related first aid principles and CPR. Ability to effectively lead the work of assigned employees. Ability to understand and effectively carry out oral and written assignments and to make independent judgments and decisions when necessary. Ability to layout the work and lead a crew in the maintenance and repair of sanitary and storm sewer facilities. Ability to maintain a safe job-site. Ability to interpret and apply prints and diagrams of under-ground utilities. Ability to maintain effective working relationships with the general public, supervisors and co-workers. Ability to operate a motor vehicle. Ability to keep accurate paper and computerized records. Ability to maintain adequate attendance. Ability to respond to emergencies outside of scheduled shift; includes nights, weekends and holidays.

Three (3) years of directly related experience in performing skilled or semi-skilled work in the installation, maintenance and repair of municipal sanitary and storm sewer systems. One year of which involved some crew leadership experience. Such applicable experience would normally be gained at the Street & Sewer Maintenance Workers 3 and/or Street & Sewer Machine Operator 1, 2 and or 3 levels within the City of Madison Engineering Division or equivalent levels in other sewer utilities or private contracting firms engaged in sewer construction. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills, and abilities necessary to perform the duties of these positions will also be considered.

13. Special tools and equipment required:

Ability to use computerized GIS records to identify and locate underground sanitary and storm facilities; ability to operate vehicles, equipment and tools associated with the installation and repair of such facilities (i.e. dump truck, trailer, skidsteer, chop saw, chain cutter, pumps, generators, compactor, 4-gas meter, laser level etc.)

14. Required licenses and/or registration:

A Class B CDL with N endorsement is required at the time of application. Obtaining a Class A CDL with six (6) months of hire is a condition of continued employment.

15. Physical requirements:

Ability to perform manual labor under adverse weather conditions; regularly lift sanitary and storm covers weighing 75 pounds; work in confined spaces.

16. Supervision received (level and type):

Under the general supervision of a Public Works General Foreperson, an employee in this class is expected to exercise considerable initiative in completing assigned work.

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.

CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON
HUMAN RESOURCES
2012 FEB 14 AM 10:42

1. Name of Employee (or "vacant"):
Vacant
Work Phone:
2. Class Title (i.e. payroll title):
Engineering Operations Leadworker 2
3. Working Title (if any):
Engineering Operations Leadworker 2
4. Name & Class of First-Line Supervisor:

Work Phone:
5. Department, Division & Section:
Public Works/Engineering/Operations
6. Work Address:
1600 Emil St.
7. Hours/Week: 40
Start time: 7:30 AM End time: 3:00 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible skilled and technical work in leading a crew in the installation, maintenance and/or repair of the City's sanitary sewer, storm sewer and drainage and closed landfill facilities. An employee in this class performs skilled project coordination work and leads a crew consisting of Street & Sewer Machine Operator 3's, lower level machine operators and maintenance workers. Work is characterized by judgment and discretion in directing difficult and complex excavation work (i.e., subterranean, where consequence of error and safety considerations are crucial) and by direct responsibility and accountability for all phases of assigned and emergency work projects to include: determining the materials and supplies needed; obtaining and/or confirming necessary utility clearances; determining the most cost-effective and timely methods to be used in making underground repairs; directing the crew in all phases of the work; and maintaining the safety of the crew and the general public. Under the general supervision of a Public Works General Foreperson, an employee in this class is expected to exercise considerable judgment and discretion in completing assigned work.

The Engineering Operations Leadworker 2 distinguishes itself from the Engineering Operations Leadworker 1 based on increased employee expertise and responsibility, independence of action, and experience in and knowledge of City systems and processes associated with the work.

This position is not part of an automatic progression series. Rather, placement as an Engineering Operations Leadworker is based on a competitive process and the needs of the Engineering Division.

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

10% A. Planning, Coordination and Oversight

1. Review, evaluate, prioritize and schedule assigned work orders and supporting documentation (i.e. CCTV reports and video, manufacturer's installation and use literature, plans, specifications, etc.).
2. Determine materials, supplies and equipment necessary to complete work. Coordinate assignment and use of resources with supervisor and other Engineering Operations Leadworker(s).
3. Communicate assignments to crew(s) and deploy to job site.
4. Mark location of repair in field as well as location of sanitary and storm facilities in vicinity of proposed excavation; confer with locators and/or watchdogs for other utilities as necessary.
5. Communicate with affected property owners.
6. Implement and maintain required erosion control and tree protection measures;
7. Coordinate and direct activities of assigned crew members to accomplish work in a safe and efficient manner.
8. Provide additional assignments as necessary to ensure that crew members are productive during work hours.
9. Observe the work of assigned crew members employees on a regular basis and provide feedback to both employees and supervisor.
10. Ensure that assigned vehicles and equipment are fueled and cleaned. Notify supervisor of any problems and/or damage to assign vehicles and equipment.
11. Train and orient new employees on job skills, safety procedures, and related work procedures and practices.

40% B. Sanitary and Storm Sewer Pipeline Repair and Installation

Coordinate and lead a crew of skilled Street & Sewer Machine Operator 3s and lower-level equipment operators and maintenance workers in the repair, replacement and/or installation of underground sanitary and storm sewer facilities, including, but not limited to mains, connections, services, leads and related appurtenances. Work includes, but is not limited to:

1. Identification and implementation of necessary plugging, by-pass pumping and/or dewatering measures;
2. Directing excavation to avoid damaging other underground utilities, expose damaged facility and to provide proper alignment and grading of repair, replacement or extension;
3. Proper installation of trench shoring needed to provide safe working conditions in the trench and protect the work, existing property, utilities, pavement, etc.
4. Removal of any material not suitable for proper bedding and/or backfill;
5. Removal of damaged section(s) of pipe; Installation and connection of new pipe, including wyes and tees, to existing pipe at proper alignment and grade;
6. Obtaining, placing and compacting of suitable material to bed pipe and backfill trench;
7. Securing job sites that must remain open over night;
8. Installation of temporary and permanent patches and restoration of terraces and easements.

5% C. Sanitary and Storm Structure Repair and Installation

Coordinate and lead one or more crews of Street & Sewer Machine Operator 3s and/or lower-level equipment operators and maintenance workers in the repair, replacement and/or installation of sanitary and storm sewer structures and related appurtenances. Work includes, but is not limited to:

1. Installation and repair of apron end walls, box culverts, wing walls, cunettes, flumes, access structures, catch basins, inlets, or other structures;
2. Installation, replacement and adjustment of castings, grates, and gates;

3. Installation interior and exterior chimney seals;
4. Sealing structures to prevent/eliminate infiltration and leaking;
5. Replacing worn castings;
6. Cushioning noisy lids to eliminate noise;
7. Installation, reconstructing and repairing benches, flow lines, inverts and channels.

5% D. Storm Drainage Facilities Repairs and Installation

Coordinate and lead crew of skilled Street & Sewer Machine Operator 3s and/or lower-level equipment operators and maintenance workers in the repair, replacement and/or installation of storm drainage facilities and related appurtenances. Work includes, but is not limited to:

1. Clearing and grubbing;
2. Cleaning ditches and dredging channels and ponds to remove accumulated debris, sediment, trash, cat tails, beaver dams, etc.; loading and hauling of excavated materials;
3. Grading and repair of greenways and other drainage areas;
4. Placement of rip rap;
5. Installation of bioretention and rain garden facilities.

5% E. Concrete Repair and Installation

Coordinate and lead crew of skilled Street & Sewer Machine Operator 3s and/or lower-level equipment operators and maintenance workers in the repair, replacement and/or installation of concrete sidewalk, curb and gutter, pavement, culverts, retaining walls, apron end walls, box culverts, wing walls, cunettes, flumes, access structures, catch basins, inlets, or other structures. Work includes, but is not limited to:

1. Patching and grinding;
2. Drilling and doweling; installation of reinforcing steel;
3. Setting and removing forms;
4. Placing and finishing concrete;
5. Installation of required joints and expansion filler;
6. Application of curing compound;
7. Protecting exposed surface from rain, cold and/or traffic until cured;
8. Backfilling and restoration.

10% F. Safety

Coordinate, lead and perform all work required to provide a safe work site for assigned crew as well as pedestrians, bicyclists and motorists. This includes, but is not limited to:

1. Ensure that all assigned crew members are properly equipped with and using required personal protective equipment (i.e. steel-toed shoes, high-visibility clothing, hard hat, eye and hearing protection, etc.) for the job being performed;
2. Installation and maintenance of temporary work zone traffic control to ensure the safety of crew and allow vehicles, cyclists, and pedestrians to move safely and easily through or around work areas; Oversee and/or perform confined space entries;
3. Oversee proper use of shoring, sloping & benching, and trench boxes;
4. Check and monitor for potential hazardous atmospheres in trenches and structures;
5. Ensure that excavation does not commence prior to authorized start date and time provide by Digger's Hotline and that all notified utilities have responded to locate request;

10% G. Emergency Response

1. Lead assigned crew(s) in responding to reports of damaged facilities and service outages that occur during regular business hours as well as after regular business hours. File emergency locate request with Diggers Hotline and

meet with utility representatives to determine location of other underground facilities. Assess situation, determine appropriate course of action and delegate tasks to assigned crew members. Confer with assigned supervisor as necessary to remedy situation.

2. Lead assigned crew(s) and participate in various weather-related emergency response and recovery efforts. This includes, but is not limited to snow and ice control and removal activities; storm grate cleaning and debris removal; pumping; etc.

5% H. Record Keeping and Documentation

Maintain accurate paper and computer records and submit required documentation in a timely manner. This includes, but is not limited to:

1. Work order related records such as description of work accomplished, problems encountered, tasks remaining in order to complete job; labor, equipment and materials utilized.
2. LPOs, receipts, invoices, tickets and other documentation of supplies and materials purchased.
3. Purchasing card log and statement.
4. Truck inventory and materials taken from central inventory;
5. Vehicle and equipment maintenance requests.
6. Accident/Incident reports.
7. Other documentation as required.

5% I. Other Related Work

1. Coordinate and lead crew of skilled Street & Sewer Machine Operator 3s and/or lower-level equipment operators and maintenance workers in a variety of special projects as assigned. Such projects can include but are not limited to building demolitions, installation and construction of demonstration projects for stormwater treatment, and other related pilot and/or test projects, etc.
2. Coordinate and lead crew of skilled Street & Sewer Machine Operator 3s and/or lower-level equipment operators and maintenance workers in the installation and/or repair at City closed landfills.
3. Provide emergency assistance as required by other City departments including Police and Fire.
4. Perform other related work as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the methods, materials, and equipment used in the installation and repair of sanitary and storm water systems work to include related principles, procedures, terminology, equipment and tools. Thorough knowledge of applicable safety practices and equipment. Ability to provide for crew and related traffic safety considerations. Working knowledge of regulations relative to confined entry and trench safety. Knowledge of related first aid principles and CPR. Ability to effectively plan, assign, and lead the work of employees and crews. Ability to understand and effectively carry out oral and written assignments and to make independent judgments and decisions when necessary. Ability to layout the work and lead a crew in all phases of the installation, maintenance, and repair of sanitary and storm sewer facilities. Ability to maintain a safe job-site. Ability to interpret and apply prints and diagrams of under-ground utilities. Ability to maintain effective working relationships with representatives of utility companies, the general public, supervisors and co-workers. Ability to operate a motor vehicle. Ability to keep accurate paper and computerized records. Ability to maintain adequate attendance. Ability to respond to emergencies outside of scheduled shift; includes nights, weekends and holidays.

Five (5) years of directly related experience in performing skilled or semi-skilled work in the installation, maintenance and repair of municipal sanitary and storm sewer systems. One year of which involved some crew leadership experience. Such applicable experience would normally be gained at the Street & Sewer Maintenance Workers 3 and/or Street & Sewer Machine Operator 1, 2 and or 3 levels within the City of Madison Engineering Division or equivalent levels in other sewer utilities or private contracting firms engaged in sewer construction. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills, and abilities necessary to perform the duties of these positions will also be considered.

13. Special tools and equipment required:

Ability to use computerized GIS records to identify and locate underground sanitary and storm facilities; ability to operate vehicles, equipment and tools associated with the installation and repair of such facilities (i.e. dump truck, trailer, skidsteer, chop saw, chain cutter, pumps, generators, compactor, 4-gas meter, laser level etc.)

14. Required licenses and/or registration:

Class A CDL with N endorsement.

15. Physical requirements:

Ability to perform manual labor under adverse weather conditions; regularly lift sanitary and storm covers weighing 75 pounds; work in confined spaces.

16. Supervision received (level and type):

Under the general supervision of a Public Works General Foreperson, an employee in this class is expected to exercise considerable initiative in completing assigned work.

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

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