

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: N/A

2. Class Title (i.e. payroll title):

Engineer 2

3. Working Title (if any):

Stormwater Compliance Engineer

4. Name & Class of First-Line Supervisor:

Greg Fries, Principal Engineer 1

Work Phone: 267-1199

5. Department, Division & Section:

Storm Water Utility, Engineering Division

6. Work Address:

City-County Building, Room 115
210 Martin Luther King, Jr. Blvd.

7. Hours/Week: 38.75

Start time: 7:30 End time: 4:00

8. Date of hire in this position:

Approx June 1, 2011

9. From approximately what date has employee performed the work currently assigned:

From proposed date of hire

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10. Position Summary:

This position would assume the duties of private development plan and permit review for compliance with Chapter 37 of the Madison General Ordinances regarding storm water management and erosion control. A focus shall be placed upon field implementation and enforcement for both public and private projects. Other incidental areas of work may include: lot line drainage plan review and inspection; responding to public complaints; miscellaneous project design assignments as time allows.

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

50% A. Erosion Control Program

1. Plan review for permit issuance – plat, commercial, utility, site grading only
2. Plan and permit preparation for Public Works Projects
3. Monitor Compliance and Compliance reporting (Public works projects and commercial)

4. Direct Inspections and enforcements – Plats, Commercial properties, and Public Works Projects
5. Follow up / investigate public complaints and inquiries

30% B. Storm Water Management Program

1. Plan review for permit issuance – plats and commercial sites
2. Field inspections for compliance – plats and commercial sites
3. Enforcement of noncompliance – commercial sites, initial installation
4. Field inspections and acceptance of public improvements of storm water management
5. Review and enforcement of Annual Stormwater Management Maintenance Reports for Commercial and Private Development Sites.

10% C. Storm Drainage

1. Review & Approval of individual residential lot drainage plans
2. Field inspection of individual residential lot drainage plan implementation
3. Final field inspection / review of Plats prior to acceptance from the Developer for drainage compliance
4. Investigate & resulting follow-up mediation / enforcement of drainage complaints

10% D. Other Duties & Assignments

1. Limited storm sewer design and CADD drafting over Winter work season
2. Information & Education Outreach to Public
3. Assist in conducting training sessions for City staff and Public Works contractors regarding erosion control & stormwater management requirements and procedures

12. Primary knowledge, skills and abilities required:

Knowledge of the principles, theories, and practices of civil engineering, particular as they relate to the stormwater management and erosion control design, inspection and enforcement. Knowledge of the methods and techniques associated with the construction and inspection of public works projects. Ability to make engineering computations and document them. Ability to perform or learn how to perform computer-aided design and spreadsheet analysis. Ability to exercise professional expertise in the resolution of engineering problems. Ability to collect, analyze, and compile data and prepare technical reports, review permit applications, issue permits and citations. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective relationships with supervisors, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to inspect or assist others to inspect public works construction projects for erosion control.

13. Special tools and equipment required:

Familiarity with and the ability to use a personal computer and Workstation to run both design software and a variety of other office software such as spreadsheet, word processing, database, and e-mail.

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license or the ability to meet the transportation requirements of the position.

15. Physical requirements:

Ability to perform inspections outdoors and on construction sites

16. Supervision received (level and type):

Assignments are made by a higher level engineer or by a Principal Engineer (Section Head). The Supervising Engineer provides guidance as needed.

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).

N/A

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.