

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Kathy Cryan
Work Phone: 266-4819
 2. Class Title (i.e. payroll title):
Engineering Operations Manager
 3. Working Title (if any):
 4. Name & Class of First-Line Supervisor:
Mike Dailey, Assistant City Engineer
Work Phone: 266-4058
 5. Department, Division & Section:
Public Works, Engineering
 6. Work Address:
1600 Emil St.
 7. Hours/Week: 40
Start time: 6:30 AM End time: 4:30 PM
 8. Date of hire in this position:
10/10/2004
 9. From approximately what date has employee performed the work currently assigned:
1/1/2008, additional changes in 2013
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10. Position Summary:

This is responsible professional and managerial work in supervising, planning, directing, coordinating, and implementing the programs, operations, and administration of the Engineering Division's Operations Section. The Operations Section is responsible for operation and maintenance of the City's wastewater (Madison Sewer Utility), stormwater (Madison Storm Water Utility) and closed landfill infrastructure, utility-owned fleet, and city facilities maintenance and custodial services. Reporting to the City Engineer and Assistant City Engineer, this position is responsible for Field Operations, Facility Management and directs all Support Services activities. This position supervises employees from supervisors, professionals, engineers and technicians to specialized skilled maintenance workers engaged in providing Engineering related services. This position assists the City Engineer and Assistant City Engineer in related policy development and recommends related processes and procedures. Work is performed under the general supervision of the City Engineer and Assistant City Engineer and is characterized by considerable judgment and discretion in meeting established program goals and objectives.

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

- 60% A. Operations Management & Supervision
1. Manage the overall Operations of the Engineering Division's Sanitary Sewer, Stormwater, Closed Landfills, Facilities MEP and Custodial Services sections.
 2. Oversee the progress of maintenance and construction projects and programs, including scheduling and prioritizing the completion of work.
 3. Prepare operational reports and statistics as needed.
 4. Supervise the activities of all Operations staff both directly and through subordinate supervisors.
 5. Review schedules, determine priorities, and coordinate activities with Engineering Management, other Section Heads and the Sewer Design staff.
 6. Oversee or participate in all related personnel matters. Oversee random drug testing program.
 7. Oversee implementation of a computerized asset management and work order system for Engineering infrastructure and equipment to track and manage assets and resources and provide for cost effective and efficient operation, maintenance, repair or replacement.
 8. Manage the Operations Waste Oil collection sites in accordance with federal, state, and local regulations and reports.
- 20% B. Utility & Financial Management
1. Assist in the development, presentation, implementation and monitoring of operating and capital budgets for the Engineering Division.
 2. Monitor monthly revenue and expenses.
 3. Authorize capital and operating purchases for Field Operations.
 4. Oversee and formulate the Sewer Utility's CMOM Program in compliance with Wisconsin Administrative Code NR 210.23.
 5. Responsible for preparation, presentation and filing of the annual CMAR report to WDNR.
 6. Ensure day to day regulatory compliance for the Madison Sewer Utility and the Storm Water Utility (spill reporting, proper permits obtained, etc).
- 10% C. Engineering Management Team
1. Direct and monitor Engineering work programs and staff in concert with other Engineering plans, programs and priorities.
 2. Participate in the development, review and revision of Division policies and objectives.
 3. Assist in the development and maintenance of financial plans for the Engineering Division
 4. Recommend changes as appropriate, to other Engineering policy documents and planning processes.
- 10% D. Other
1. Prepare and present written and verbal reports to the Mayor, Common Council and other boards, commissions and groups as requested.
 2. Review the agendas of other City boards, commissions, and committees for related matters.
 3. Appear at policy-level meetings and present or respond to issues under consideration.
 4. Monitor and review State legislation and prepare summaries and recommendations for change.
 5. Serve on related inter/intra-jurisdiction study committees/teams, as assigned.
 6. Represent Engineering on Building and Shop Maintenance Projects by meeting with architects, consultants, engineers, alderpersons, etc.
 7. Perform related work as assigned.

12. Primary knowledge, skills and abilities required:

Knowledge of the basic principles of civil and mechanical engineering and their application to the operation of sanitary sewer, stormwater, landfill and building systems. Thorough knowledge of practices used for maintenance and operation of sanitary sewer, stormwater; landfill, and facility mechanical,

plumbing and electrical systems. Thorough knowledge of local, state, and federal guidelines on employee health and safety and on the handling of toxic and hazardous materials. Thorough knowledge of Wisconsin Administrative Code NR 210.23 regarding CMOM Program compliance. Working knowledge of other codes and regulations as related to operating a Sanitary Sewer Utility and a Storm Water Utility. Working knowledge of budget principles and procedures, cost analysis and life-cycle costing and the ability to provide justification and cost estimates for projects and budgetary purposes. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Ability to manage a multi-functional field and shop operation unit. Ability to supervise and direct the work of a large number of employees (supervisory, professional, technical, highly skilled, semi-skilled, laborers, and clerical). Ability to effectively handle personnel and labor relations matters, including grievances. Ability to research, analyze, develop, recommend and implement effective programs and procedures. Ability to prepare and defend related reports and recommendations. Ability to establish and maintain good work and public relationships and to coordinate work with and for other City and governmental agencies. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

Three years of directly related supervisory experience in the area of wastewater, stormwater, landfill, facilities engineering or utility experience. Such experience would normally be gained after graduation from an accredited college or university with a degree in civil or mechanical engineering, public or business administration, economics, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Wisconsin Drivers License.

15. Physical requirements:

Ability to meet transportation requirements of job. The incumbent will be expected to physically access and inspect engineering projects throughout the City of Madison. In addition, the incumbent will be expected to participate in an after-hours on-call rotation, attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

16. Supervision received (level and type):

Work is performed under the general supervision of the City Engineer and Assistant City Engineer and is characterized by considerable judgment and discretion in meeting established program goals and objectives.

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

6/25/14

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

6/25/14

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