

## CITY OF MADISON POSITION DESCRIPTION

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

Rebecca Qureishi

Work Phone: 267-8879

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

GIS Specialist 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Eric Halvorson Comp Mapping GIS Coordinator

Work Phone: 266-6527

5. Department, Division & Section:

Traffic Engineering

6. Work Address:

215 Martin Luther King Jr Blvd Suite 109

7. Hours/Week: 38.75/week

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

8. Date of hire in this position:

04/15

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

July 2020

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10. Position Summary:

This is intermediate-level professional GIS/CAD work performed in the office and/or field in connection with an agency's overall data management systems and goals. Assignments are received from higher-level specialists or supervisors who define the scope of the work, review the work in progress and upon completion, and certify the results. The work is characterized by the application of expanded professional expertise encompassing both theoretical concepts and operational considerations gained through experience. It is expected that the Specialist 2 position can do all of the work of the Specialist 1 with greater professional expertise, independence, discretion, complexity and responsibility for the task at hand.

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

**A. (50 %) GIS Data Management:**

1. Recommend, develop and implement improvements to asset model
2. Update and maintain Traffic Engineering electronic assets and records in GIS and Cityworks
3. Update and maintain a variety of Traffic Engineering electronic maps and records
4. Develop and maintain workflows to assist in the dissemination and accuracy of Traffic Engineering data
5. Train and support users in ArcGIS, Cityworks, and other programs
6. Coordinate year sign inventory and other field checks of assets with field staff
7. Quality check all changes made in GIS and Cityworks by other users

**B. (30%) URD project coordination:**

1. Review development plans for Traffic Engineering standards, compliance with MGO and plan commission conditions, coordinate between City divisions, utilities, and developers if conflicting requirements are presented.
2. Facilitate installation and maintenance of street lights between the city, utility companies, and outside contractors
3. Coordinate between inter-city agencies to ensure the process is as efficient as possible
4. Provide information and resolutions to alder and resident concerns regarding street lights

**C. (10%) Technical support and training (hardware/software):**

1. Assist users with software; ArcGIS, Cityworks, Crystal Reports,
2. Assist field and office staff with hardware; iPads, plotter/printer
3. Train users on all programs/workflows developed by the Traffic Support section.

**D. (5%) Provide maps/drawings and information for Traffic Engineering staff, other government agencies and the general public:**

1. Create maps of Traffic Engineering assets from CAD or GIS programs for traffic engineers or other departments within the city

**E. (5%) Perform field related duties as necessary in support of mapping duties and other related work as assigned:**

1. Inventory existing infrastructure
2. Conduct traffic count studies.
3. Collect field data as requested.
4. Other duties as assigned

12. Primary knowledge, skills and abilities required:

Working knowledge of the methods and techniques for inspecting public works construction projects. Knowledge of Geographic Information System (GIS) software, Asset Management software, Crystal Reports, SQL. Knowledge of standard engineering nomenclature and practices. Ability to make neat and legible technical drawings. Ability to perform mathematical computations quickly and accurately. Ability to read detailed maps, plans and specifications. 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 perform fieldwork including observations, measurements, data collection, survey crew work, and construction inspection activities. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Major mapping and GIS systems including plotters, printers, scanners, Asset recorders, etc. will be provided.

14. Required licenses and/or registration:

Possession of or the ability to obtain a valid Wisconsin drivers license.

15. Physical requirements:

The ability to stand for long periods of time, access and walk around an active construction site, withstand adverse weather extremes (cold, hot, rain, or sun), tolerate loud noises, dust and pollen. Ability to operate a CAD workstation with hand and eye coordination using a mouse and keyboard for inputting data.

16. Supervision received (level and type):

(18-13) General

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).

Rebecca Qureishi  
EMPLOYEE

05/12/23  
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).

Eric Halvorson  
SUPERVISOR

5/18/23  
DATE

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