

CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON  
HUMAN RESOURCES  
2012 FEB 14 AM 10:43

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

Thomas J. Reilly

Work Phone:

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

Surveyor 1

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Kathy Cryan, Engineering Operations Manager

Work Phone: 2664819

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: 3:30 PM

8. Date of hire in this position:

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

January 2010

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10. Position Summary:

This is responsible leadwork and specialized technical work leading a surveying crew in the Engineering Division. Work is characterized by the exercise of independent judgment, initiative and discretion in maintaining work schedules and priorities under the direction of a Principal Civil Engineer or a Section Manager.

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

70% A. Serve as Survey Crew Leader.

1. Perform survey work of newly constructed public works projects to provide accurate data for mapping and asset management.

2. Perform layout and survey work on public works construction projects.
3. Perform survey work to identify encroachments located on City property.
4. Perform sanitary lateral location surveys for design staff.
5. Perform sanitary and storm access structure inspections for design staff.
6. Perform special request survey requests for design and operations staff.
7. Assume responsibility for accuracy in setting grades and keeping field notes.
8. Operate and maintain robotic total station, survey grade GPS and manual survey instruments;
9. Perform topographic surveys including locations, profiles, and cross-sections;
10. Set line and grade for sidewalk, curb and gutter, sanitary and storm sewers, water main, landfills, earth work, parking lots, shoreline improvements, bridge construction, and similar projects.
11. Serve as liaison between field survey staff and professional design and project management staff.
12. Provide assistance in terms of the integration of field data into the computerized information systems and databases.
13. Transfer and compute grades, interpret design plans and specifications and determine lot boundary locations.
14. Establish vertical and horizontal control.
15. Determine exact location and elevation of existing structures.

- 15% B. Lead assigned employees.
1. Lead survey crews and assigned employees such as Engineering Field Aides and hourly Engineering Field Aide and Engineering Assistants 1 & 2.
  2. Provide training, direction and feedback to assigned employees.

- 10% C. Prepare and maintain required documentation.
1. Maintain accurate records and field notes and file necessary reports.
  2. Maintain a daily record of time required and personnel involved on each project. Record required information on time sheets, including time allocations for each project.
  3. Provide survey information and assistance upon request.

- 5% D. Perform other related work.
1. Deal tactfully with internal staff, outside agencies, contractors, contracting employees, and the general public.
  2. Establish priorities and maintain schedules for multiple projects.
  3. Maintain inventories of surveying equipment and materials.
  4. Participate in equipment demonstrations and evaluations.
  5. Make recommendations concerning the purchase of equipment and materials.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of surveying principles, techniques and legal requirements of surveying. Ability to operate and maintain manual and computerized surveying instruments. Knowledge and understanding of route surveying principles. Working knowledge of Public Works construction projects. Working knowledge of principles and practices of engineering drawing and drafting, including computer-aided drafting. Ability to keep records and prepare reports. Ability to work from oral and written instructions, plans and sketches. Ability to deal tactfully with internal staff, outside agencies, contractors, contractors' workers and the general public. Ability to organize schedules to complete multiple job assignments. Ability to lead assigned personnel effectively.

13. Special tools and equipment required:

Robotic Total Station, Data Collector, Survey and Design Software, survey grade GPS, and radio communication equipment.

14. Required licenses and/or registration:

Valid Wisconsin Driver's License.

15. Physical requirements:

Ability to work outdoors in adverse weather conditions. Ability to traverse uneven terrain through wooded, hilly, undeveloped areas, and construction sites. Ability to lift and manage sewer access structure castings weighing up to 75 pounds. Ability to stand for long periods of time. Ability to drive wood stakes in hard ground using an 8lb. maul.

16. Supervision received (level and type):

The work is characterized by the exercise of independent judgment, initiative, discretion, and program development and administration under the direction of a Principal Civil Engineer or a Section Manager.

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.