

CITY OF MADISON POSITION DESCRIPTION

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

Lori Zenchenko

Work Phone: 608-266-5952

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

Engineering Program Specialist 1

3. Working Title (if any):

Engineering Program Specialist & Addressing Coordinator

4. Name & Class of First-Line Supervisor:

Eric Pederson, Mapping Section Manager

Work Phone: 608-266-4056

5. Department, Division & Section:

Department of Public Works, Engineering Division, Mapping Section

6. Work Address:

1600 Emil St

7. Hours/Week: 38.75

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

8. Date of hire in this position:

5/25/2004

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

Incumbent has performed assigned duties since December 2000 and gradually achieved a more expert skill level and independent job performance over the past 3 to 5 years.

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10. Position Summary:

Update and maintain the department's computerized mapping/GIS landbase, ownership & stormwater utility CAD systems, currently through the use of MicroStation v8i. Perform technical review of architects' and engineers' design products prior to construction for stormwater billing and addressing purposes. Administer all addresses for the city of Madison, including the creation, assignment, notification and coordination of addresses with the property owner/developer, affected City agencies, the USPS and any other necessary federal, state and local governmental agencies for all properties in the city of Madison.

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

70% A. Stormwater Utility **(Program)**

1. Technical review of Preliminary Plats, Final Plats, Lot Divisions, Conditional Uses, Demolitions, Permitted Uses, Rezones & Annexations.
2. Technical review of site plans (Accela).
3. Digitize CAD files for storm building outline files.
4. Analyze and answer stormwater inquiries and recalculate or revise MMS bills if adjustments are necessary.
5. Provide administratively split and stormwater adjustment calculations of parcels for entry into override spreadsheet and database. Interpret, update and correct stormwater utility cross check reports. Provide Water Utility a monthly txt list of all stormwater utility calculations for every parcel located within the City of Madison for their MMS bills.

25% B. Addressing **(Program)** Per MGO, the Engineering Division (Lori Zenchenko) administers/manages/officially maps ALL street names, numbers and addresses citywide.

1. Manage and maintain ALL City addresses in the GEO/Progress Property Database (situs, additional addresses, mail code, parcel status, zip code, predominant land use).
2. Coordinate addresses with other City agency software programs/systems/databases.
3. GEO/Progress data entry backup for Planning & Development staff (currently Pat Empey) who manage/maintain street codes and street segment address ranges.
4. Coordinate addressing plans with developers/applicants for all apartment buildings, condominium buildings, office buildings, single family, and vacant land parcels.
5. Perform notification to property/land owners, utility companies, Dane Co and local emergency services & USPS of address additions/edits/changes/updates.

5% C. Miscellaneous Duties

1. Miscellaneous Mapping Duties. Common Landbase (backup), Ownership (backup), Pavement Data (backup).
2. City Owned Property - Collaboration with City Comptroller and Office of Real Estate Services staff to perform annual City property reports to evaluate City land acquisitions and sales necessary for GASB and other accounting purposes.
3. Collaboration and coordination with Assessor's Office staff, including the development of all new and revised parcel identification numbers and addresses, for all City agencies use in other various systems and databases.

12. Primary knowledge, skills and abilities required:

Knowledge drafting, surveying and engineering design practices and techniques, including computer assisted drafting (CAD). Knowledge of general real estate practices and terminology. Ability to interpret and explain plans and other technical documents and projects to subordinate staff, other agencies, and the public. Knowledge of the policies, practices, procedures, and governing laws, ordinances, and/or regulations pertaining to plan review and addressing. Ability to maintain good working relationships with staff, members of other agencies, and the general public. Ability to independently gather, tabulate, analyze, prepare and maintain various statistical reports and summaries. Proficient knowledge and use of GEO/Progress (Assessor's program), CIS Infinity (Water Utilities program), Bentley Map, MicroStation, ProjectWise, InterPlot, Accela, MicroSoft Suite (Access, Excel, Outlook, PowerPoint, Word), Adobe Acrobat Professional, Adobe Photoshop, Crystal Reports, GTViewer, Knowledge Lake, Share Point, Dane County's Laredo, Access Dane, Legistar, Wisconsin Circuit Court Access, Department of Financial Institutions, USPS zip code and Publication 28.

13. Special tools and equipment required:

Proficient knowledge and computer user skills with all City of Madison IT supported software applications
Proficient knowledge and computer user skills with all Mapping and Surveying Related Software

14. Required licenses and/or registration:

15. Physical requirements:

Ability to use a computer

16. Supervision received (level and type):

This work is performed under minimal supervision

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).

Lori Zenchenko
EMPLOYEE

07/07/2015
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 T Pederson
SUPERVISOR ERIC T PEDERSON

7/7/15
DATE

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