

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Peter Braselton
Work Phone: 608.261.9834
 2. Class Title (i.e. payroll title):
Computer Mapping/GIS Coordinator
 3. Working Title (if any):
Asset Management and GIS Coordinator
 4. Name & Class of First-Line Supervisor:
Al Larson, Principal Engineer
Work Phone: 608.266.4653
 5. Department, Division & Section:
Water Utility, Engineering, Mapping
 6. Work Address:
119 E. Olin Ave, Madison, WI, 53713
 7. Hours/Week: 37.5
Start time: 7:30 End time: 4:00 (MTWTHF)
 8. Date of hire in this position:
August 23, 2010
 9. From approximately what date has employee performed the work currently assigned:
August 23, 2010
-

10. Position Summary:

This is responsible professional, supervisory and administrative work responsible for the coordination of the Madison Water Utility's Asset Management System (AMS) and Geographic Information System (GIS). The work involves developing and administering policies, standards, procedures and guidelines relating to access and utilization of the Water Utility AMS and GIS. The work also involves supervising lower level technical and professional staff; leading the Mapping/GIS cross-functional project team; supervising and providing technical assistance; and coordinating activities with other City departments, governmental agencies and private agencies such as utilities. The work is performed under the limited supervision of the Water Utility Principal Engineer and involves the exercise of considerable independent judgment and product development.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 20% A. Supervise and coordinate Water Utility Engineering Section Asset Management and Mapping Group
 - 1) Develop, coordinate and prioritize work.
 - 2) Mentor cross-functional junior staff. Includes professional and non-professional track employees.
 - 3) Establish Water Utility GIS and AMS mission and goals.
 - 20% B. Oversee and manage the development and maintenance of Water Utility Computer Mapping/GIS Database
 - 1) Coordinate, plan and direct the development and maintenance of the Utility GIS records.
 - 2) Plan and implement short and long term goals/plans related to Computer Mapping/GIS.
 - 3) Oversee selection of hardware and software as it pertains to Computer Mapping/GIS.
 - 4) Identify areas of integration with other Water Utility systems such as CIS, SCADA, and cross connection database.
 - 5) Maintain technical expertise in area of Computer Mapping/GIS.
 - 6) Mentor and train staff in new technologies.
 - 15% C. Oversee and manage the development, implementation, and maintenance of the Madison Water Utility Computerized Maintenance Management System (CMMS).
 - 1) Coordinate, develop, and maintain assets and other functions required by the Asset Management/Work Order System.
 - 2) Identify and (aid) development of service requests, work orders, preventive maintenance items, and asset inspections.
 - 15% D. Oversee and manage the development of the Water Utility Asset Management Program.
 - 1) Plan, develop and implement major new utility wide AM program. This is a 3 to 5 year effort, the first of its kind in the City, that will benefit every area of the Utility and maximize asset renewal and long term value.
 - 2) Supervise the Water Utility Asset Manager.
 - 3) Support the Asset Manager by prioritizing work and setting program goals.
 - 5% E. Oversee and manage the Madison Water Utility Survey Program.
 - 1) Supervise the Utility Surveyor.
 - 2) Support the Surveyor in setting program goals.
 - 3) Aid the Surveyor in work prioritization and related program support.
 - 5% F. Oversee and manage the Madison Water Utility Lead Service Replacement Program
 - 1) Track and enforce the replacement of known lead water service laterals.
 - 5% G. Oversee the management and maintenance of the Water Utility water hydraulic model.
 - 5% H. Oversee the management and maintenance of the Water Utility Unidirectional Flushing Program.
 - 10% i. Perform other related work as required and assigned, such as:
 - 1) Coordinate with internal and external customers to provide mapping data and information as needed.
 - 2) Provide ad hoc mapping and data extraction for internal and external customers.
 - 3) Serve as the Utility's designated database administrator to provide technical support services for miscellaneous Utility databases.
 - 4) Coordinate and serve as liaison with City IT to facilitate implementation of enterprise wide projects and software.
 - 5) Review and process Right of Way Permits.
 - 6) Provide backup to the Engineer 4 in permitting and zoning review.
 - 7) Other special projects and technical computer support

12. Primary knowledge, skills and abilities required:

- Expert level knowledge of Geographic Information Systems (GIS).
- Expert level Knowledge of Computerized Maintenance Management Systems (CMMS).
- Expert level knowledge of relational database management systems. Expert level knowledge of SQL. Working knowledge of industry standard business intelligence tools and practices. Includes strong understanding of data warehousing and on-line analytical processing (OLAP). Ability to collect, analyze, and compile data and prepare technical reports.
- Strong knowledge of advanced scripting technologies including Python and T-SQL.
- Strong knowledge of ETL tools including FME and MSIS.

- Strong knowledge of asset management principles. Includes knowledge of Water Environment Research Foundation's (WERF) Sustainable Infrastructure Management Program Learning Environment (SIMPLE), US EPA Sustainable Infrastructure Initiative, and ISO 55000.
- Knowledge of EPA, Wisconsin DNR, and WI PSC regulations as they pertain to municipally owned Water Utilities.
- Knowledge of the principles, theories, and practices of civil engineering, particular as they relate to the design and construction of public works projects. Knowledge of the methods and techniques associated with the construction and inspection of public works projects. Ability to make engineering computations and cost estimates and document them.
- Ability to communicate effectively, both orally and in writing with co-workers, other City departments, and the public.
- 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 design and/or coordinate routine and special projects and provide necessary follow-through to completion.
- Ability to speak before large groups and answer technical questions.
- Ability to maintain attendance.

13. Special tools and equipment required:

- CADD/GIS workstation, software and plotters.
- Computer equipment and software. Includes ArcGIS, Microstation, AutoCad, SQL Server, SSRS, and Crystal Reports.
- Surveying equipment.
- GPS data collection hardware and software.

14. Required licenses and/or registration:

Valid Wisconsin driver's license.

15. Physical requirements:

Ability to work at computer work station and desk for long hours, to operate a motor vehicle, to get to and walk around construction sites and be on site in all weather conditions. Moderate physical labor when in the field.

16. Supervision received (level and type):

General supervision by Water Utility Principal Engineer and General 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

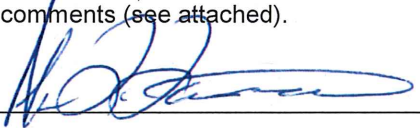
4/26/2016

 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



April 26, 2016 _____
DATE

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