

CITY OF MADISON POSITION DESCRIPTION

<p>1. Name of Employee (or "vacant"): Alysen Kohlnhofer</p> <p>Work Phone:</p>	<p>5. Department, Division & Section: Madison Water Utility Engineering Section</p>
<p>2. Class Title (i.e. payroll title): Civil Tech 2 (Currently Underfilled @ Civil Tech 1)</p>	<p>6. Work Address: 119 East Olin Avenue Madison, WI 53713</p>
<p>3. Working Title (if any):</p>	
<p>4. Name & Class of First-Line Supervisor: Dennis Cawley; Engineer 4</p> <p>Work Phone: 261-9243</p>	<p>7. Regular daily hours of work: Hours/Week: 38.75</p> <p style="text-align: center;">From 7:00 AM To 2:45 PM</p>
<p>8. Date of hire in this position: November 2008</p>	
<p>9. From approximately what date has employee performed the work currently assigned:</p>	
<p>10. This is skilled technical support and paraprofessional work in a professional engineering and public works construction environment performed in the office and in the field. The work involves independently performing a variety of tasks such as: assisting in the development of water main designs and specifications for replacement and new construction, technical drafting, developing and updating the utility GIS maps, drawings and layouts; developing and/or using a wide variety of computer applications and databases; making routine engineering computations, construction inspection and administration, field survey and project layout and record measurement including the use of specialized GPS equipment, and performing other public works related field and office work as assigned. The work is performed under the general direction of higher-level technical or professional staff and is reviewed upon completion.</p>	
<p>11.</p>	<p>Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p>

tasks efficiently and timely.

Ability to maintain good working relationships and communication with management, supervisors, staff, members of other agencies, and the general public. Ability to dispense technical information quickly, accurately and in a tactful and courteous manner over the telephone, in writing, and in person to contractors, other City agencies, and members of the general public.

Training and Experience:

Three years of experience performing technical office and/or field work in support of engineering activities in the area of Public Works design and construction. Such experience would normally be gained after completion of high school or equivalent (including two years of math and/or mechanical drawing). Vocational school or university training in the area of civil engineering technology or a closely related area may be substituted up to two years of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of positions in this class will also be considered.

13. Special tools and equipment required:

CADD/GIS workstation, software and plotters.

Ability to effectively use:

radio equipment	pumps (for pressure testing)
computer	tape measures
calculator	engineers scale
gauges	measuring wheel
copier	flushing devices
survey level	GPS equipment
metal detector	
water main and service keys	
hydrant tools and wrenches	

14. Required licenses and/or registration:

Valid Drivers License

15. Physical requirements:

Able to work at a computer workstation all day. Repetitive movement when using a mouse.

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 meet the transportation and mobility requirements of the position.

16. Supervision received (level and type):

Water Utility Engineer 4

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's Signature

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's Signature: Alan L. Larson P.E.

Date: June 21, 2010

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