

CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON
HUMAN RESOURCES

2013 JAN -9 AM 8:15

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

Kay Schindel

Work Phone: 266-4668

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

Engineer 3

3. Working Title (if any):

Engineer 3

4. Name & Class of First-Line Supervisor:

Jeanne Hoffman, Facilities and Sustainability Coordinator

Work Phone: 608-266-4091

5. Department, Division & Section:

Department of Public Works, Engineering Division, Facilities Management Section

6. Work Address:

City County Building, Room 115
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703-3342

7. Hours/Week: 38.75

Start time: 8:00am End time: 4:30pm

8. Date of hire in this position:

Hired as hourly engineer: April 2006
Hired permanently as Engineer I: 6/18/2007
Engineer II: June 2008

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

December 1, 2009

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10. Position Summary:

This is journey-level professional engineering work performed in the office and/or field in connection with the design, management, and construction of a wide variety of public works projects. Assignments are received from an Engineer 4 or higher-level engineer who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by the exercise of technical and professional judgment, the broader application of professional engineering expertise, and proficiency in the operational and procedural aspects of the work.

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

30% A. Design of Public Works Projects

1. Prepare engineering plans, designs, and specifications for major projects
2. Coordinate design activities with other Engineering Units, City agencies, and other entities as necessary
3. Prepare project and construction cost estimates
4. Assist in the review of outside plans and specifications for compliance with City Ordinances and state and federal regulations

30% B. Project Management of Construction Projects

1. Oversee drafting of plans and specifications
2. Answer technical questions from the public, contractors, property owners, and elected officials about engineering considerations and plans.
3. Management of major projects with broader professional expertise and independent responsibility.

20% C. HVAC Commissioning, Retro-Commissioning and Energy Studies

1. Prepare narrative and statistical reports, maps, and other materials as necessary. Conduct basic engineering research.

20% D. Coordination with Utilities, 3rd Party Entities, and Other government Units

1. Attend public hearings and informational meetings alone or with higher level engineers and provide project-related reports and information. Answer questions from the public, contractors, developers, inspectors, etc.

12. Primary knowledge, skills and abilities required:

Knowledge of the principles, theories, and practices of mechanical 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 document them. Ability to perform and learn how to perform computer-aided design and spreadsheet analysis. Ability to exercise professional expertise in the resolution of engineering problems. Ability to collect, analyze, and compile data and prepare technical reports. Ability to communicate effectively, both orally and in writing. 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 inspect or assign others to inspect public works construction projects. Ability to maintain adequate attendance. Knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Ability to design and/or coordinate routine projects and provide necessary follow-through to completion. Skill in making and documenting engineering computations and cost estimates. Ability to exercise significant professional engineering expertise and judgment in the resolution of engineering problems. Ability to speak before large groups and answer technical questions.

13. Special tools and equipment required:

Tools:

- PC (capable of CAD work) with 2 monitors
- HVAC measurement tools and data loggers
- architectural measurement tools

Software:

- AutoCAD MEP
- Building Information Modeling software
- energy simulation software
- Engineering Equation Solver

14. Required licenses and/or registration:

Certificate of Engineer in Training

Wisconsin driver's license required to meet general transportation needs of this position

15. Physical requirements:

Ability to lift sets of building plans/boxes of specifications
Climb ladders
Access construction jobsites

16. Supervision received (level and type):

Assignments are received from the City Engineer, Facilities and Sustainability Manager and the work involves the application of independent professional judgment to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower level staff; and the professional certification of the results.

The work is performed under the general direction and coordination of the City Engineer, Facilities and Sustainability Manager and regularly involves the supervision of lower level staff.

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.