

CITY OF MADISON POSITION DESCRIPTION

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

Debbie Wipperfurth

Work Phone: 608-261-4228

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

Engineering Program Specialist I

3. Working Title (if any):

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, Madison, WI 53713

7. Hours/Week: 38.75

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

8. Date of hire in this position:

January 28, 2007

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

Incumbent has performed assigned duties since March 2006 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:

Coordinate and organize various database records and City of Madison maps thru official recorded documents, as-builts and GPS surveys

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

20% A. Common Landbase – CLD (**Program**) – work with Jeff Quamme, Dan Sommer and Lori Zenchenko

1. Update maps using computer-aided drafting/mapping software.
2. Check Laredo every 2-3 days for new recorded documents
3. Apply information from surveyor notes, field observations, previous maps and plans, and other sources to prepare and / or update material.
4. Place Certified Survey Maps, new Plats, Easements, Warranty Deeds, Quit Claims and other relative documents in the Common Landbase records

5. Send out email when in the Common Landbase records are updated.
- 20% B. Ownership – OWN **(Program)** work with Lori Zenchenko
1. Accurately map all ownership and block lines
 2. Accuracy assures parcel areas closely match platted/surveyed land areas listed.
 3. Coordinate new parcel numbers with Assessor's Office
 4. Create a plat_csm.doc listing of all new addresses and parcel identification numbers
 5. Map all parcel combines and part of's as processed and provided by the Assessor's office
 6. Send out email notifications to other affected city agencies when record updates have been completed
- 20% C. Sanitary / Storm / Drainage Mapping Records **(Program)** – as-builts to the records
1. Collect as-builts from ENGR Inspection. Scan, organize and copy all as-builts to City network and link as-built records to the appropriate corresponding CAD graphics:
M:\PlanVault\ConstructionProjects
 2. Add ENGR project to as-built inventory spreadsheet
 3. Review Project Engineers digital file to use as a guide for records placement (mainly for the curbs and medians)
 4. Review plans for are any medians or bike paths (for me to add to records) that may have been missed from the as-design notice.
 5. Review plans for public ponds or greenways. Email Principal Sewer Engineer (currently Greg Fries) to get information for the ponds or greenways.
 6. Check Access to see if the Substantial Completion Letter is dated for acceptance (Plant Value)
 7. Put all as-built information in envelope to store safely until I can complete it in the records
 8. I also run some reports on the Sanitary and Storm to ensure these records are not lost.
 9. Coordinate Sanitary Plant Value with ENGR accountants (currently Steve Danner-Rivers and Chase O'Brien).
 10. Make sure that all the projects for Sanitary and Storm are completed with a Substantial Completion Letter prior to final placement in the records.
 11. Reconcile any errors for things they find that could be wrong (typos, wrong structure, etc).
 12. Perform necessary record corrections that Survey, Inspection and Operations staff find in the field.
 13. Manage permits in Accela as they are completed, then pass the info onto accountants (currently Steve Danner-Rivers and Chase O'Brien) for Plant Value purposes.
- 10% D. State Construction Report – **(Program)** October/November - every year since 2006
1. This goes along with the City's own report for New Roads, Reconstructs, Resurfacing, Crack Seal, Chip Seal, Seal Coat, Alleys, Vacated roads, and Bike Paths.
 2. Look at all the projects that have been finished for the year and put them in a spreadsheet and then after those are complete I enter the info to the pavement database.
 3. Work with Steve Sonntag and Bryan Manning for any data I still need or have a question.
- 5% E. Pavement data / Street Centerlines **(Program)** – (Lori Zenchenko is backup)
1. Email Bill Lanier for unique Street Code number if there is a new street
 2. Add the new road or vacate a road
 3. Update any existing connecting roads if attached to new road centerline
 4. Update the address ranges on the centerline
 5. Add grid number to the Street Index
 6. Place road name on citymapxx_new.dgn
 7. Send out email when a new road has been added or a road has been vacated.
- 5% F. Bike Paths **(Program)**
1. Check the Project Plans that Main Office Administrative staff (currently Johanna Johnson) send out for any new bike paths.
 2. Put the bike path in, to show the path but information is empty until it is actually built.

3. In October/November, once a path is complete (new, reconstruction, or resurfacing) then add any new information for the Bike Path
- 5% G. Snow Removal – **(Program)**
1. Most updates are done in November and December
 2. Get information from all the departments involved
 3. Add or delete areas as they come up during the year
- 5% H. Medians **(Program)**
1. Check the Project Plans that Engineering Main Office Administrative staff (currently Johanna Johnson) send out for any new, reconstructed or removed medians.
 2. Write the project number on a list so I can easily go back and add or remove the median after it is built or vacated.
 3. Show areas of Pavement, Turf (grass) or Planting (bushes, flowers)
 4. Put area totals in the database along with, if known, who will be maintaining the median
- 10% I. General Mapping Tasks / Responsibilities

Maintain the City Maps – if a new street is added or vacated, city limit changes, etc.

1. Update the Street Index with the new street and grid number
2. Update the PDF's on the General Maps web page.

Maintain and /or create and plot maps for:

1. General Public
2. Fire (generally only in March but if they need anything during the year, I will do those too)
3. Police
4. City Attorney – 2 to 3 maps a month
5. County DA
6. Assessor's maps (only once a year)
7. Engineering staff
8. Streets Division

Enter the Projects into Access

1. When Engineering Main Office sends a Notice of Availability of Plans, I enter all necessary street segments and information in our Projects/Contracts Access Database.

Create Board of Public Works CAD Organizational Calendar

1. Work with Engineering Main Office Administrative Staff (currently Marsha Hacker) who provide me with appropriate meetings (BPW, CC, BOE, PC, UDC, COE, etc.) and dates to place on the calendar that is distributed throughout the Engineering Department and various other City agencies.

Monitor the WDOT website once a month for any new projects that may occur within the City limits. Then email out the project number to the heads of the Sections

1. Check Access to find the appropriate City Project Number. If there isn't one, I email Christy Bachmann for one.
2. Add the PDF to PlanVault

Perform routine maintenance on the Mapping Section large scale plotter.
Assist Lori Zenchenko with the Storm Water Utility shapes / digitizing

12. Primary knowledge, skills and abilities required:

Thorough knowledge of standard engineering nomenclature; mathematics; and fundamental principles, practices and techniques. Thorough knowledge of computer assisted drafting (CAD), surveying and engineering design practices and techniques, including Thorough knowledge of the policies, practices, procedures, and governing laws, ordinances, and/or regulations pertaining to the department/division and specific area of engineering. Thorough knowledge of the following computer engineering applications: Microstation v8i; Laredo; GEO; Word; Excel; Access; Accela; GTViewer and Iplot. Ability to dispense

technical information quickly, accurately and in a tactful and courteous manner over the telephone, in writing, and in person to members of the general public. Ability to maintain adequate attendance. Ability to interpret and explain engineering plans, specifications, and other technical documents and projects. Ability to perform and coordinate the performance of technical work including drafting and recording of data. Ability to maintain a good working relationship with co-workers, members of other agencies and the general public. Ability to communicate effectively and follow oral and written instruction.

~~Knowledge of~~ EP

13. Special tools and equipment required:
N/A

14. Required licenses and/or registration:
N/A

15. Physical requirements:
N/A

16. Supervision received (level and type):

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).

Debbie Wipperfurth
EMPLOYEE

7-3-15
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. Federson
SUPERVISOR ERIC T. FEDERSON

7/3/15
DATE

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