

CITY OF MADISON  
POSITION DESCRIPTION

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|---|---|
| <p>1. Name of Employee (or "vacant"):</p><br><p>Work Phone:</p>   | <p>5. Department, Division &amp; Section:<br/>#64 – Water Utility</p>   |
| <p>2. Class Title (i.e. payroll title):</p>   | <p>6. Work Address:<br/>119 E Olin Avenue<br/>Madison, WI 53713</p>   |
| <p>3. Working Title (if any):<br/>Water Quality Program Specialist</p>  |   |
| <p>4. Name &amp; Class of First-Line Supervisor:<br/>Joseph Grande, Water Quality Manager</p><br><p>Work Phone: 261-9101</p>  | <p>7. Regular daily hours of work:<br/>Hours/Week: 38.75</p><br><p style="text-align: center;">From: 7:30 am                      To: 4:00 pm</p> |
| <p>8. Date of hire in this position:</p>  |   |
| <p>9. From approximately what date has employee performed the work currently assigned:</p>  |   |
| <p>10. Position Summary:</p> <p>Responsible technical, administrative, and advanced-level programmatic work in the Water Utility's Water Quality section. The work involves direct responsibility for the development and implementation of Wellhead Protection Planning activities including periodic updates to the wellhead protection plans, implementation of identified management strategies, interagency and intergovernmental coordination, and public outreach and education programs. The position also provides leadership and support for other water quality priorities including compliance water quality monitoring, cross connection control, lead service line replacement, and well permitting and abandonment. With limited supervision from the section manager, the position requires the exercise of judgment and discretion in the independent interpretation of policies and the development of procedures. The work may involve leading or supervising section staff on a temporary or permanent basis.</p>   |   |
| <p>11. Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p> <p><u>Wellhead Protection Planning</u></p> <p>Update contaminant source inventory for municipal wells utilizing government records, electronic databases, reconnaissance surveys, and interviews; Develop and maintain an electronic database to document the contaminant source inventory results; Coordinate updates to wellhead protection plan maps and tables that include new surveillance information</p> <p>Establish criteria for Dane County regional groundwater flow model runs to delineate wellhead protection areas (WHPA) and time of travel zones of capture; Serve as liaison between utility and Wisconsin Geological &amp; Natural History Survey staff for updates to WHPA delineation; Coordinate with appropriate city staff to update wellhead protection districts and initiate process to modify city ordinances to reflect updated district boundaries; Incorporate new WHPA delineation into existing wellhead protection plans</p> <p>Coordinate and schedule private well surveys in the WHPA; Assign inspectors for the observation of private well abandonments; Maintain paper and electronic records of permitted and abandoned private wells; Prepare periodic reports on well abandonment activities; Communicate program objectives to well owners and licensed contractors; Administer the reimbursement program for the abandonment of private wells</p> <p>Serve as coordinator and liaison to City and County departments, State agencies, adjacent local municipalities, and/or consultants regarding the implementation of management strategies identified in the wellhead protection plans; Facilitate intergovernmental and interagency information exchange relating to septic systems, sludge and septage spreading, contaminant releases and progress towards remediation, pesticide applications, development/land use changes and compliance with required separation distances, and other activities as they relate to the delineated WHPA and the 50- and 100-year time of travel capture zones</p> <p>Develop and implement a public education and awareness program for water supply issues and wellhead protection activities; Provide copies of wellhead protection plans to neighboring municipalities; Prepare and distribute informational brochures to elected officials, City committee members, residents and property owners with existing or potential contaminant sources in the WHPA, local schools, and the general public</p> |   |

11.

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

Water Quality Program Administration

Receive and process well operation permit applications; Maintain records for tracking private well information including owner, well maintenance, test result history, and oral and written communication; Assign inspector for well inspection and well sampling

Determine applicability of water service connection requirement to locations served by a private well; Prepare official notices for compliance; Receive and evaluate completeness of requests for temporary exemptions; Maintain records of communications, well test history, and property ownership

Provide information to property owner and contractor upon discovery of lead service line; Establish schedule for replacement of service line; Coordinate with city attorney when non-compliance; Receive and process requests for lead service reimbursement

Provide technical and administrative support for compliance monitoring and cross connection control programs; Request sample supplies; Prepare forms and shipping containers; Update and maintain electronic database of water quality test results and cross connection control surveys

Respond to customer complaints about water quality; Maintain records of customer correspondences; Prepare monthly and annual summary reports

Monitor, maintain, and update water quality information on the water utility website

12. Primary knowledge, skills and abilities required:

Knowledge of the policies, practices, procedures, and governing laws, ordinances, and regulations pertaining to wellhead protection planning, private well permitting and abandonment, cross connection control, and compliance drinking water quality monitoring.

Working knowledge of hydrogeology and well construction nomenclature, and fundamental principles, practices, and techniques of wellhead protection planning.

Some knowledge of water sampling techniques and procedures including laboratory principles, terminology, safety precautions, and equipment as they relate to water testing.

Ability to plan, coordinate, and perform technical work including drafting and assembly, recording, compilation, tabulation, and analysis of data that supports program objectives

Ability to develop, organize, and carry out a comprehensive public outreach and education program.

Ability to read and understand maps; perform spatial queries using GIS-based mapping software.

Ability to perform queries of electronic databases, interpret data output, and prepare written narrative reports.

Ability to evaluate water quality complaint, diagnose potential problem, and determine possible solution

Ability to establish and maintain effective working relationships with Water Utility and other City staff, State agency personnel, consultants, customers, and the general public. Ability to work independently and as part of a team.

Ability to dispense technical information quickly, accurately and in a tactful and courteous manner over the phone, in writing, and in person to members of the general public.

Ability to understand and follow oral and written instructions; keep complete and accurate records.

Ability to use word processing, database, spreadsheet, and other computer software applicable to duties of the position.

Ability to maintain good attendance and a professional attitude.

**Training and Experience:** Three years of technical or administrative experience in a water-related field involving water quality management, utility operation, regulatory compliance, community outreach or similar area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position may also be considered. Such experience would normally be gained after graduation from an accredited college or university in a 4-year degree program.

13. Special requirements:

Employee can expect to sit at a desk and computer for extended periods of time entering data and producing reports and/or planning documents. Employee will be expected to periodically attend meetings outside the normal work schedule, including evenings and/or weekends

14. Required licenses and/or registration:

Possession of a valid driver's license or ability to meet the transportation requirements of the position.

15. Physical requirements:

Ability to lift up to 40 pounds.

16. Supervision received (level and type):

Work is performed under the general supervision of the Water Quality 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'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

\_\_\_\_\_  
Date

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