

CITY OF MADISON
POSITION DESCRIPTION

1.	Name of Employee (or "vacant"):	5.	Department, Division & Section:	
	Genesis Steinhorst		Department of Public Works	
			Engineering Division	
	Work Phone:		Sewer & Drainage Section	
2.	Class Title (i.e. payroll title):	6.	Work Address:	
	Water Resource Specialist 3		City Engineering	
			City/County Building Room 115	
3.	Working Title (if any):		210 Martin Luther King Jr. Blvd.	
			Madison, WI 53703	
4.	Name & Class of First-Line Supervisor:	7.	Regular daily hours of work:	
	Greg Fries, Principal Engineer 1		Hours/Week:	38.75
	Work Phone: 266-4058		From 7:30 a.m.	To 4:00 p.m.
8.	Date of hire in this position:			N/A
9.	From approximately what date has employee performed the work currently assigned:			
10.	Position Summary:			
	<p>General - Perform technical environmental and analytical work relative to surface water runoff and groundwater resources for the Engineering Division.</p> <p>Specific – The job duties of this position includes geographic information systems analysis, cartographic design, database design and maintenance, public information, and water resources related work in the Engineering Division’s Sewer & Drainage Section, and administrative tasks as necessary to perform these duties. This position shall be responsible for working with engineers and regulatory agencies to obtain necessary permits, designing necessary database systems to track permits/erosion control inspections/similar requests, creation of any necessary maps related to stormwater projects, generating GIS data and performing detailed GIS analysis as needed for stormwater and other projects, participation in relevant multi-agency and/or non-governmental water quality related working groups, design and maintenance of relevant websites, and public education materials, and representing the city as the primary contact with WDNR/EPA regarding stormwater discharge permit issues. The work is performed under the direction of the Principal Engineer, in charge of the Sewer & Drainage Section, and is characterized by frequent independent judgment and program and project responsibilities. The work of this position is reviewed through periodic conferences and reports.</p>			
11.				
Time %	Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)			
10	Represent City on groups/task forces with regard to citywide policies and actions related to water quality			
10	Perform GIS and cartography work related to water resource management; and Microsoft Access. Purpose is to track erosion control permits, impact fee districts, create maps for reports and other projects. Semi-annually update watershed boundary maps for surrounding municipalities within the Madison Area Municipal Stormwater Partnership group. Draft and prepare major portions of “Needs Assessment” for creating Impact Fee Districts.			
10	Prepare and apply for permits from the Wisconsin Department of Natural Resources, Army Corps of Engineers, and any other federal, state, or local agencies for engineering and other city departments as needed for compliance with the regulatory requirements for surface water runoff.			
10	Create and maintain water quality related city websites			
10	Prepare and present relevant educational and informational presentations and materials, including the creation of displays and any associate graphic design elements.			
10	Create and maintain Access databases to track progress on various projects and keep record of current			
10	Perform complicated GIS/Database queries and mapping to support stormwater utility and EPA/WDNR stormwater discharge permits			

11.	
Time %	Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)
5	Formulate policy regarding storm water quality and make recommendations on city actions, policies, and procedures relating to public works projects, property acquisition, groundwater and surface water monitoring, stormwater management, 1000 Rain Gardens Program, and Impact Fee Districts. Recommend actions to be taken in the protection of Madison lakes and other water resources
5	Provide technical assistance in the establishment and maintenance of publicly owned wetlands, greenways, retention ponds, and other natural areas with stormwater management features. Create plant lists and planting layouts using native vegetation in association with the design of stormwater management practices including the 1000 Rain Gardens Program.
5	Prepare or participate in studies and reports relating to the water quality impacts of urban development or proposed development. Oversee the collection of all necessary data, prepare data analysis, and incorporate data and analysis into required reports. Scope and manage consultant studies related to stormwater management.
5	Coordinate wetland delineations and evaluation or review delineation submittals. Make recommendations as to the regulatory requirements for developments, proposed developments, or maintenance when in or near a wetland, navigable waterway, environmental corridor, or any other environmentally sensitive area.
5	Primary point of contact with WDNR/EPA regarding stormwater discharge permit and primary responsibility for compliance issues
3	Coordinate and administer meetings of the Mayor's staff team for Solid Waste and Water Quality Issues, Committee on the Environment; serve on Madison Area Municipal Stormwater Partnership Information and Education subcommittee; serve as a backup role for Executive Secretary to the Committee on the Environment when the Deputy City Engineer is not available.
2	Apply for and administer grants primarily related to storm water and / or water resources.

12. Primary knowledge, skills and abilities required:

Knowledge of the environmental aspects of surface water runoff and stormwater quality. Knowledge of biological and chemical principles involved in stormwater runoff and non-point source pollution. Working knowledge of wetland soil and plants. Knowledge of environmental monitoring and sampling techniques and groundwater quality standards. Knowledge of regulatory requirements from federal, state, and local levels, applicable to the city of Madison. Knowledge of relevant computer modeling and use of a Geographic Information System. Requires extensive knowledge of GeoMedia GIS software, Microstation, ArcCatalog / ArcMap. Extensive knowledge of Adobe Illustrator and InDesign graphic design software. Knowledge of database creation and maintenance and website creation and maintenance. Ability to prepare technical reports for submission to the state or federal agencies. Ability to coordinate technical data collection and investigation activities. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to make recommendations and contribute to the resolution of environmental problems. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Any specialized equipment used in wetland delineations. Familiarity and knowledge of sampling or monitoring equipment. Computer workstation including the use of various software. (All tools and equipment are City supplied)

14. Required licenses and/or registration:

Drivers License

15. Physical requirements:

Ability to walk on uneven terrain. Ability to enter confined spaces.

16. Supervision received (level and type):

City Engineer, Principal Engineer 2 and/or Principal Engineer 1 – Limited to general oversight
Engineer 4 – Oversight and guidance on projects and assignments

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