

CITY OF MADISON POSITION DESCRIPTION

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

Tammy Buss

Work Phone: 261-9835

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

Water Construction Supervisor

3. Working Title (if any):

Construction Supervisor

4. Name & Class of First-Line Supervisor:

Al Larson

Principal Engineer-Water

Work Phone: 266-4653

5. Department, Division & Section:

Water Utility

6. Work Address:

119 E. Olin Avenue, Madison, WI 53713

7. Hours/Week: 38.75

Start time: 7:00 a.m. End time: 2:45 p.m.

8. Date of hire in this position:

May 2008

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

May 2008

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10. Position Summary:

This is a public works engineering position specializing in construction engineering, supervisory, and administrative work as it relates to the construction of water utility contracts. The incumbent is responsible for the supervision and work assignments of Water Utility construction inspectors and the coordination of work with other City, County and State entities. Under the general supervision of the Principal Engineer-Water, work involves a high degree of independence and judgment in the administration of public works construction contracts for the Utility and resolving construction conflicts and issues.

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

- 15% A. Coordinate and Supervise staff assigned to inspect construction.
 1. Prioritize assignments and assign projects to Water Utility inspection staff.

2. Determine staffing needs for projects.
 3. Plan, assign, coordinate, and supervise the work of construction inspectors and hourly staff.
 4. Develop, update, and maintain a training program for construction inspection staff
 5. Ensure inspection staff are properly equipped and trained in safety procedures.
 6. Participate in the hiring, promotion, evaluation, and discipline of permanent and hourly construction personnel. Recommend applicants to the Principal Engineer.
 7. Review the status of projects with regular field visits and follow up. Ensure that accurate and complete records are being kept.
 8. Provide guidance, direction and assistance to construction inspectors and contractors including interpretation of drawings and specifications.
- 25% B. Project Preparation and Design Work
1. Review drawings and specifications to determine the nature and scope of the work.
 2. Review project conditions, coordinate pre-project surveys and other field investigations.
 3. As part of the design team, complete a constructability review of Utility designs and contract documents prior to bidding.
 4. As part of the design team, conduct quality control reviews of water main designs.
 5. Compile project information and prepare inspector project files by project
 6. Coordinate with other agencies as needed
 7. Prepare drawings, specifications, and estimates for public works projects using computer aided drafting techniques as assigned.
- 40% C. Water Utility Construction Administration
1. Routinely and regularly review and verify construction notes, daily reports, photos, and other field records throughout construction for completeness, accuracy, and timeliness
 2. Complete a quality control review of construction inspection records
 3. Review and verify the proper use of the Utility's construction records and filing system to ensure proper retention of construction records.
 4. Address concerns and resolve construction issues with contractors and other agencies that arise in the field.
 5. Working with project designers, modify drawings as needed to accommodate field conditions and resolve constructability issues.
 6. Investigate construction conflicts and determine appropriate measures to resolve. Coordinate the negotiation of settlement of conflicts with contractors.
 7. Respond to citizen complaints and concerns and resolve issues
 8. Participate in the negotiation of change orders
 9. Supervise and coordinate pressure testing with Water Construction Inspectors
 10. Supervise and coordinate water main disinfection and sampling to certify results with Water Construction Inspectors
 11. Supervise and coordinate new water main flushing with Water Construction Inspectors
 12. Process contractor pay requests
 13. Process final quantities and approve payment in conjunction with the design engineer
 14. Punch list preparation, review, and completion
 15. Coordinate and verify that all facilities are in service at the completion of construction
 16. Coordinate Project Closeout as it relates to field activities
 17. Prepare monthly construction status reports
- 15% C. Coordinate the completion of as-constructed records following construction activities
1. Work with construction inspection staff for timely delivery of accurate and complete construction notes, daily reports, photos, and other field records to the office at the completion of construction.
 2. Review "as-built" sketches, field surveys, and related notes
 3. Work with construction inspection staff to verify and fill in any missing construction information necessary to complete the record drawings and answer questions from the Water Utility Mapping Group
 4. Conduct quality control reviews of as-built information, record drawings, and completed surveys

- 5% D. Special projects and other related work as required and assigned
1. Recommend revisions to the Standard Specifications for Public Works Construction manual
 2. Participate in special projects
 3. Participate in Water Utility committees and task groups
 4. Other work as assigned and required

12. Primary knowledge, skills and abilities required:

Working knowledge of the principles, theories, and practices of civil engineering, particular as they relate to the design and construction of public works projects. Working knowledge of the methods and techniques associated with the construction and inspection of water utility projects. Knowledge of City of Madison standard specifications, State of Wisconsin Standard Specifications, and Wisconsin DNR codes. Ability to inspect or assign others to inspect public works construction projects. Ability to supervise, plan, and oversee the work of subordinate employees. Ability to effectively recommend hiring, firing, disciplinary actions, training, and evaluation of subordinate employees, and to address grievances. Ability to analyze and resolve construction problems and conflicts, negotiate change orders, and close out contracts. Ability to make engineering computations and accurately document them. Ability to exercise engineering expertise in the resolution of construction 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, other city agencies, county agencies, state agencies and other parties. Ability to maintain accurate and timely records. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Ability to use survey, GPS, and communication equipment.

14. Required licenses and/or registration:

Valid Wisconsin State Driver's license

15. Physical requirements:

The ability to stand for long periods of time, walk long distances over uneven terrain, including trench excavations, capacity to work in all weather conditions in all seasons, tolerate sustained loud noises, dust, and dirt all while wearing the appropriate personal protective equipment. Ability to lift and carry up to 40 pounds over uneven ground for 100 yards. Ability to lift 75 pounds on occasion. Ability to work extended hours. Ability to work at a computer work station for extended periods of time, on occasions for a full 8 hour day.

16. Supervision received (level and type):

General supervision by the Principal Engineer-Water

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.