

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Brynn Bemis
Work Phone: 267-1986
2. Class Title (i.e. payroll title):
Hydrogeologist 3 (proposed)
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Greg Fries, Principal Engineer 1
Work Phone: 267-1199
5. Department, Division & Section:
Department of Public Works, Engineering Division, Storm and Sanitary Sewer Section
6. Work Address:
City-County Building, Room 115
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
7. Hours/Week: 38.75
Start time: 8:00 End time: 4:30
8. Date of hire in this position:
04/2009
9. From approximately what date has employee performed the work currently assigned:
10/2011

10. Position Summary:

This is advanced-level professional hydrogeological work performed in the office and/or the field for the Engineering Division. In addition to the duties performed by a Hydrogeologist 2 this position includes expanded responsibilities, such as: preparing landfill monitoring plan modification requests and other detailed landfill analysis work, participating as a technical advisor in cleanup negotiations, applying for and managing USEPA and WDNR grants to fund environmental investigations and cleanups, and demonstrating project leadership and management. The work is characterized by the exercise of technical and professional knowledge, the broader application of professional expertise and proficiency, and requires a high degree of independence, judgment, and discretion. This series is structured to provide advancement from a Hydrogeologist 3 to a Hydrogeologist 4, based on greater professional expertise, responsibility for the completion of major project components, independence of action, and experience in and knowledge of City systems.

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

- 20% A. Supervise the Permit and Compliance for City's Closed Landfills
1. Supervise data collection as required by WDNR for the closed landfills
 2. Prepare WDNR reports and manage communication with WDNR
 3. Oversee landfill budget and manage contracts with outside agencies
 4. Conduct analysis of landfill gas, leachate, and groundwater monitoring data
 5. Prepare landfill monitoring plan modification requests for WDNR review
- 30% B. Perform or Oversee Environmental Site Assessments
1. Perform informal site investigations for City property or Projects
 2. Review annual Transportation Plan for environmental contaminant concerns
 3. Review Private Projects for environmental contaminant concerns that may affect the City
 4. Perform and Prepare Phase 1 and 2 Environmental Site Assessments
 5. Solicit, Hire and manage consultants to Perform and Prepare Phase 1 and 2 Environmental Site Assessments
 6. Serve as field Geologist for Phase 2 subsurface Investigations
- 25% C. Oversee or assist with Environmental Site Cleanups
1. Perform Project Management for City environmental cleanups
 2. Obtain EPA and DNR grant funding and manage grants thru projects
 3. Participate as a technical advisor to cleanup negotiations
 4. Make recommendations regarding City Policy and Procedures as related
 5. Participate in Brownfield Redevelopment studies and projects
- 25% D. Other Programs and Duties
1. Assist in management of City's Waste Oil Collection Program
 2. Assist with Special Environmental Studies (i.e.- effect of fireworks at Warner Park)
 3. Manage the compliance for non-metallic mines within the City
 4. Advise and assist with Planning for City's Solid Waste Program including Bio-digesters
 5. Attend Public Hearings or informational meetings to answer environmental questions

12. Primary knowledge, skills and abilities required:

- Working knowledge of geologic, hydrogeologic, and environmental aspects of water, groundwater, and soil contamination.
- Working knowledge of hydrogeologic, chemical, and engineering principals controlling the fate, transport, and cleanup of contaminants in the environment from land application/waste disposal, spills, and/or unauthorized waste disposal.
- Working knowledge of environmental monitoring and sampling techniques.
- Working knowledge of State and Federal groundwater and soil quality standards.
- Working knowledge of State and Federal reporting and cleanup procedures/processes.
- Working knowledge of computer modeling and use of geographic information systems (GIS).
- Ability to prepare technical reports for submission to State and 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 with staff, other agencies, contractors, DNR staff, and the public.
- Ability to collect, perform quality control, manage, and analyze environmental data.
- Working knowledge of landfill management practices including gas migration control systems, leachate extraction systems, and related operational and maintenance considerations.
- Ability to speak before large groups and answer technical questions.
- Ability to maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license or the ability to meet the transportation requirements of the position. Hydrogeologist 4 would require registration as a Professional Geologist or as a Professional Hydrogeologist in the State of Wisconsin.

15. Physical requirements:

This position requires some work outdoors in all types of weather. The incumbent will be expected to physically capable to visit sites and perform field work outdoors.

16. Supervision received (level and type):

Minimal Supervision. Assignments are made by the Principal Engineer, the Deputy City Engineer or the City Engineer, with some assignments coming from the Mayor's Office.

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).

Boyan Ben
EMPLOYEE

8/9/13
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).

Michael R Dailey
SUPERVISOR

8/9/2013
DATE

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