

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Water Quality Supervisor

3. Working Title (if any):

Water Quality Supervisor

4. Name & Class of First-Line Supervisor:

Joe Grande, Water Resources Manager

Work Phone: 608-261-9101

5. Department, Division & Section:

Water Utility

6. Work Address:

119 E Olin Avenue

7. Hours/Week: 38.75

Start time: 7:00 a.m. End time: 3:30 p.m.

8. Date of hire in this position:

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

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

Provide direct oversight and supervision of personnel, programs, and procedures of the Water Quality subunit at the Water Utility including information systems management & regulatory reporting.

11. Position Summary:

Responsible technical, professional, and supervisory work in the Water Resources section specializing in the administration of Water Quality programs – sample collection & data reporting compliance, private well permitting & abandonment, cross connection control, and wellhead protection – and supervision of directly related information systems and personnel. The position is responsible for supervision and work assignments of Water Samplers, Cross Connection Control Inspectors, and the Program Specialist as well as documentation, storage, and reporting of data and information generated by that work. Under the general supervision of the Water Resources Manager, the work exercises a high degree of independence and judgment while coordinating with Water Engineering and other Water Resources section staff.

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

25% A. Personnel Management – Water Quality subunit

1. Prioritize and assign daily work; determine staffing needs for Water Quality programs
2. Plan, coordinate, review, and supervise the work of Water Samplers, Cross Connection Control Inspectors, Program Specialist, and clerical staff in the Water Quality subunit
3. Develop, update, and maintain training programs, including workflows and standard operating procedures.
4. Ensure staff are properly equipped and trained in safety procedures and equipment
5. Participate in hiring, promotion, coaching, mentoring, evaluation, and discipline of staff. Recommend applicants for hire and promotion to the Water Resources Manager
6. Review work, including field visits as necessary, and ensure that accurate and complete records are prepared and maintained.
7. Provide guidance, direction, and assistance with interpretation of policies and procedures and regulatory requirements

20% B. Program Administration – Sample Collection & Reporting

1. Coordinate and direct water quality monitoring and reporting, including internal record-keeping and reporting to City, State, and Federal agencies and to customers, contractors, and interest groups
2. Establish sampling frequency & review monitoring requirements and test results of daily, monthly, and annual testing to comply with State and Federal regulations, reporting and monitoring requirements, and the expectations of customers
3. Prepare periodic summary reports for internal and external use, including for the Water Utility website. Coordinate the development, printing, and delivery of the Annual Water Quality Report (Consumer Confidence Report, CCR)
4. Maintain effective communication and working relationships with local and state partners including staff at Public Health Madison & Dane County, Wisconsin Department of Natural Resources & State Laboratory of Hygiene, and other City of Madison agencies.
5. Receive and respond to escalated customer concerns and complaints; document actions taken and correspondences; and investigate, recommend, and direct corrective action as part of a collaborative team approach.

20% C. Program Administration – Wellhead Protection

1. Direct and regularly review and update wellhead protection plans including contaminant source inventories for each well
2. Review and approve re-developments or changing land use proposals for properties located within wellhead protection districts; Develop, maintain, & refine an environmental checklist to ensure proposals maintain or enhance groundwater protection
3. Direct the implementation of management strategies for source water protection
4. Establish and maintain effective relationships with City, County, and State staff to effectively implement the strategies identified in the wellhead protection plans

15% D. Program Administration – Private Well Permitting & Abandonment

1. Direct programmatic activity, including staff assignments and associated record-keeping, for the private well permitting & well abandonment program
2. Review private well permit applications including support documents – well construction reports and water quality results – and issue permits
3. Issue orders to abandon unsafe, non-complying or non-permitted wells and issue orders to connect to the municipal water system
4. Effectively communicate program goals and objectives to private well owners; enforce the State Private Well Code and Madison General Ordinances including issuance of citations for non-compliance
5. Plan for future annexations and anticipated staffing and budgetary needs

15% E. Program Administration – Cross Connection Control

1. Direct and supervise staff in the cross connection control and elimination program
2. Oversee documentation & record keeping, including maintenance of data management systems, for scheduling, tracking, and reporting cross connection inspections and their results; review, assess, recommend, & implement updates to data management systems
3. Prepare and submit periodic reports including the annual report to Wisconsin DNR summarizing completed cross connection control inspections and their status at year end
4. Train, direct, and supervise staff to develop and implement an education and outreach program for the identification and elimination of unprotected cross connections

5% F. Miscellaneous – Special Projects and Other Duties as Assigned

13. Primary knowledge, skills and abilities required:

Working knowledge of principles, practices, and methods associated with drinking water quality and the operation of a large, municipal water utility. Working knowledge of ground water management practices, drinking water regulations, and water chemistry & microbiology. Working knowledge of and the ability to use computer software to store, manage, & extract data, and to generate reports from large and complex datasets. Knowledge of the full range of supervisory principles and practices, labor relations, and personnel management. Knowledge of or ability to quickly attain a full understanding of City of Madison employee work rules and applicable City ordinances, Wisconsin DNR codes, and position-specific federal regulations. Knowledge of distribution system computer models and system hydraulics. Ability to present technical information to various audiences in an understandable manner. Ability to clearly and effectively communicate, both orally and in written form, to Utility employees; other City, County, and State staff; and the public. Ability to plan, direct, and monitor work of subordinate employees. Ability to develop and maintain effective working relationships with customers, Water Utility management and staff, and other City staff and governmental agencies. Ability to access remote facilities. Ability to maintain accurate and timely records, and to maintain adequate attendance.

14. Special tools and equipment required:

15. Required licenses and/or registration:

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

16. Physical requirements:

Employees will be expected to work at a computer workstation for extended periods of time, on occasion eight hours per day for weeks at a time. Employees must be able to stand for long periods of time, maneuver and walk long distances over uneven terrain in all types of weather conditions in all seasons to perform site visits at Water Utility facilities and in residential, commercial, and industrial settings

17. Supervision received (level and type):

Performed under the general supervision of the Water Resources Manager

18. 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).

19. 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

20. 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

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.