

# Job Description Questionnaire

Exhibit 1

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name		Employer Name	City of West Allis
Job Title	Director of Public Works	Work Location	Public Works
Department	Public Works	Division	Public Works
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	
Supervisor Name	Rebecca Grill	Supervisor Title	City Administrator

## SECTION 2

## DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Administration/management of the Department of Public Works which includes the Public Works Administration, Sanitation & Streets, Fleet Services, Building & Sign/Inventory, Forestry, Electrical and Water systems and utility billing and includes the sanitary & storm water, solid waste/recycling and water utilities.	D	50
Oversee the preparation and implementation of the DPW operating budget and capital improvement programs which includes upgrades/repairs of sanitary and storm sewers, water facilities and public building and parks improvement/repairs.	D	10
Development, maintenance and planning of long-range plans for all public works related infrastructure and needs.	W	10
Furnishes technical advice and represents the Department to various City departments, outside agencies both public and private, Mayor, Common Council, media and the public.	W	5
Effectively supervise, hire, mentor and train, discharge, assign, evaluate, discipline, meet with and adjust grievances of subordinate employees.	D	5
Determine departmental need and monitor the purchase/procurement of equipment, materials, supplies and services, including bidding of contracts for public works construction.	D/N	5
Prepares items/issues for action by the Common Council, Board of Public Works, and Capital Improvement Committee.	W/B	5
Coordinates work in the areas of snow and ice control operations, traffic engineering activities, maintenance and repair of vehicles and equipment, maintenance of pavement, sidewalks, storm and sanitary sewers, water utility, utility billing, bridges and all City owned buildings. Consults with the Common Council and City Administrator, and approval if needed, makes the major decisions on operations and policy, and recommendations for changes and improvements.	D	10

**SECTION 3****TOOLS AND TECHNOLOGY**

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

The position duties are largely management/administrative in nature, so use of software applications is mainly for management reporting and review – HTE, Novatime, GIS monitoring, surveillance cameras, work order system, Legistar, GIS mapping, ESRI-viewing only, BPLogix, Exacq Vision client, Neogov Perform and Insight. Skilled in Microsoft Office Suite, including Outlook, Word, Excel and Powerpoint. Proficient in the use of the two way radio system, photo imaging, social media and smartphones.

**SECTION 4****JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

<b>Typical Problems/Challenges</b>	<b>Possible Solution(s) to Problem/Challenge</b>	<b>Resources Available and/or Used</b>	<b>Job Title of Who Reviews</b>
Evaluation and mentoring of staff, termination of staff when necessary.	Meet frequently with staff members to provide direction and advice.	HR and City Attorney's Office and staff.	City Administrator and Common Council.
Providing leadership and vision, and formulates, initiates and executes programs, policies and procedures with little supervision or direction, develop strategy, plans, procedures, methods for Department	Constantly looking at ways to improve services and cost effectiveness. Must be able to anticipate problems and opportunities and provide solutions.	Internet, magazines and professional conferences along with work experience and education.	Mayor, Common Council, City Administrator and general public.
Review and draft agenda items and back up information for Common Council and Board of Public Works and other appropriate City Committees.	Must be able to explain either in writing or verbal complex, and at times very complicated, engineering and public works issues.	Work experience.	Mayor, Common Council, Committee members, City Administrator media and general public.
Review recommendations and actions of Division Superintendents and Engineers	Ability to delegate authority and help staff evaluate their plans and actions.	Work experience and education.	City Administrator and Common Council.
Defines and delegates authority and responsibilities for subordinate Division Managers	Provides the guidance to managers. Makes the major decisions.	Work experience and education.	City Administrator and Common Council.

**SECTION 5****WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Please identify your typical work relationships with other persons inside or outside of your own organization.

<b>Title of Individuals With Whom You Typically Interact</b>	<b>Describe the Interaction</b>	<b>Why Was It Necessary?</b>
Common Council and City Administrator.	Requests, Information, Complaints, Agenda Items, Advice, Consult With.	Chief Elected Body for City, -Report Directly to City Administrator.
Mayor, Department Heads, media and general public.	Requests, Information, Complaints, Agenda Items, Advice, Consult With.	As Head of Department.
Governmental Agencies (Federal, State, Regional, County and other municipalities).	Reports, Permits, Information.	As Head of Department.
Division Superintendents.	Supervises the management and operation of the two branches in the Department; issues directives, develops strategies; assist staff in problem solving; coordinates the work of the branches supervised with associated activities and with other City Departments; discusses, help execute and initiates programs, policies and procedures in order make use of available resources as effective and efficient as possible; makes final decisions on the development and administering capital and operating budgets; makes final decisions on the plans and specifications of construction projects, Request for Proposals and vehicle/equipment purchases	As Head of Department.
Consultants, contractor, vendors.	Discuss/resolve City problems and determine City needs, negotiates agreements.	As Head of Department.

**SECTION 6**

**SUPERVISION / MANAGEMENT**

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees	X		
Provide Written/Verbal Warnings	X		
Suspend Employees	X		
Terminate Employees	X		
Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others	X		
Counsel Employees	X		
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime	X		
Approve Time Off Request For Others	X		
Develop / Implement Policies	X		
<b>Do you <u>directly</u> supervise any employees?</b> <i>If yes, please list the number of FTEs and job titles of those employees below:</i>			n/a
<b>Job Title</b>	<b># of FTEs</b>		
Administrative Staff	3		
Public Works Superintendents	6		

## SECTION 7

## WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending			X	
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X	
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X	
Outdoor Weather Conditions			X	
Hazardous Fumes or Odors / Toxic Chemicals		X		
Confined Spaces (as identified by OSHA)		X		
Close Proximity to Moving Machinery / Equipment			X	
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads		X		
Electrical Hazards		X		



**SECTION 8****ADDITIONAL EMPLOYEE COMMENTS**

Please identify any other information that would help someone else understand your job more clearly:

Responsible for providing leadership and vision to the Department. Must be able to handle work of unusual difficulty in directing, planning and coordinating the operations of the Department. Ultimately responsible for about \$11,000,000 operating budget with about 138 full-time permanent employees and approximately 20 seasonal employees. Assist in the implementation, planning and coordinating of \$5 million dollar capital projects not including State sponsored projects that the City is participating in. Must be self-starter and be able to handle considerable stress. Must be able to develop a great senior management staff that has the ability to make independent decisions.

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9**

**SUPERVISOR INFORMATION**

<b>Supervisor Name</b>	Rebecca Grill	<b>Supervisor Title</b>	City Administrator
------------------------	---------------	-------------------------	--------------------

**SECTION 10**

**EDUCATION REQUIRED FOR HIRE**

<b>Level of Education</b> (Select one with an "X")		<b>Field(s) of Study</b>
<input type="checkbox"/>	<b>Less than High School Education</b>	n/a
<input type="checkbox"/>	<b>High School Education (or Equivalent)</b>	
<input type="checkbox"/>	<b>One Year Certificate (or Equivalent)</b>	
<input type="checkbox"/>	<b>Associate's Degree (or Equivalent)</b>	
<input checked="" type="checkbox"/>	<b>Bachelor's Degree</b>	Bachelor's degree from an accredited college in Civil Engineering, Urban Planning, Business or related field.
<input type="checkbox"/>	<b>Master's Degree</b>	
<input type="checkbox"/>	<b>Professional Degree (Law, Medicine, etc.)</b>	
<input type="checkbox"/>	<b>PhD w/ Dissertation</b>	
<input type="checkbox"/>	<b>Other:</b>	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Master's Degree in Public Administration, Business Administration or Public Works Administration highly desirable



<b>SECTION 11</b>	<b>TOTAL EXPERIENCE REQUIRED UPON HIRE</b>
-------------------	--

[Place an "X" in the appropriate cells]

<b>No Experience</b>	<b>&lt; 2 yr.</b>	<b>2 to 3 yrs.</b>	<b>4 to 5 yrs.</b>	<b>6 to 7 yrs.</b>	<b>8 to 9 yrs.</b>	<b>10 to 11 yrs.</b>	<b>≥ 12 yrs.</b>
						X	

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):  
 10 years of recent, professional Public Works work experience with 6 years of supervisory/managerial and administrative work experience

<b>SECTION 12</b>	<b>CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB</b>
-------------------	--

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Driver's License-Wisconsin	Written and Driving Test	Yes	
Completion of CVMIC Management series certificate or equivalent is required.	Training sessions through CVMIC or other approved agency	No	Yes Within 2 years of appointment

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

<b>SECTION 13</b>	<b>SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS</b>
-------------------	--

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14**

**SUPERVISOR INFORMATION**

**Administrative Designee Name**

**Administrative Designee Title**

**SECTION 15**

**ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

**JDQ Section**

**Comment / Clarification / Addition**