

# 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             | City Engineer | Work Location           | City Hall          |
| Department            | Engineering   | Division                | Engineering        |
| Full-Time / Part-Time | Full Time     | Part-Time (Hrs per Wk)  |                    |
| Supervisor Name       |               | 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 |
|--|-----------|------------------------|
| Provides leadership and direction to the work of subordinate supervisors and the Engineering Department staff.   | D         | 25                     |
| Directs and coordinates Department activities including design and construction of sanitary and storm sewers, water main and pumping stations, streets, alleys, parking lots, playgrounds, traffic control, signing, street lighting, buildings and right of way activities. | D         | 25                     |
| Assures that all plans and specifications have the proper professional stamp.  | N         | 4                      |
| Develops long range plans for infrastructure improvements and prepares studies on the financing of needed projects.  | A         | 5                      |
| Assists in establishing standards and criteria for all projects.   | N         | 4                      |
| Participates in the selection and promotional process and disciplinary actions involving subordinate employees.  | N         | 2                      |
| Prepares and conducts job performance evaluation reviews for subordinate Engineering Division staff.   | N         | 2                      |
| Represents the Engineering Department to the Mayor, Common Council, Boards/Commissions, regulatory agencies and the public and conducts public hearings on capital projects.   | W         | 5                      |
| Represents Engineering Department to local, regional, county, state and federal agencies and commissions   | W         | 5                      |
| Prepares and Administers the Engineering Department budget.  | A         | 2                      |
| Evaluates proposals for new developments and advises developers  | N         | 2                      |
| Acts as consultant to other departments  | N         | 5                      |
| Supervises field service investigations and permit and work order processing.  | N         | 5                      |
| Assists in developing a program for the technical and professional development of the Department staff.  | N         | 2                      |
| Directs the preparation and billing of special assessments.  | N         | 7                      |

**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:

Proficient in the use of office computers including Microsoft Office Suite (Windows, Power Point, Word, Excel, Outlook and Calendaring). Familiarity with Geographic Information System (GIS) software and capabilities. Familiarity with Computer Aided Drafting (CAD) software and its capabilities.

**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>                          |
|--|---|--|--|
| Limited staff to cover construction and design needs.  | Coordinated staff planning with the Design and Construction Engineers to balance office and field needs.        | Work experience and education.   | City Administrator                                       |
| Limited funding for infrastructure needs.  | Use of most efficient design and construction methods and technologies to get the most for the money available. | Internet, magazines and professional conferences along with work experience and education. | Common Council, City Administrator and Finance Director. |
| Meet deadlines for contract schedules and regulatory reports.  | Must be able to effectively schedule work and delegate tasks to meet deadlines.                                 | Work experience and education.   | NA   |
| Provide improvements to the City's infrastructure in a safe, efficient and cost effective manner which best serves the citizens of West Allis. | Must keep up to date on latest design techniques, materials and methods.  | Internet, magazines and professional conferences along with work experience and education. | Common Council and City Administrator.                   |
| Evaluation, mentoring and discipline of staff when necessary.  | Meet frequently with staff members to provide direction and advice.   | HR and City Attorney's Office and staff.   | City Administrator.                                      |

**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>  |
|---|---|---|
| Principal Engineers   | Discuss schedules, resolve issues that arise, advise and give direction.  | Needed to properly provide the services of the Engineering Department.  |
| Regulatory Agencies (State DNR, Regional Sewerage District.). | Meetings, Reports, Permits, Share Information.  | Reports and permits are required by regulations. Meeting and sharing information keeps us in touch with planned changes and gives the City input on new regulation. |
| Consultants   | Discuss City projects they were hired to work on.   | Good communication with consultants hired for city projects is critical in the success of the project.  |
| Contractors   | Discuss/resolve questions on plan sets or resolve issues that arise in during construction.   | Needed to ensure proper interpretation of plans and to provide cost effective infrastructure improvements.  |
| City Administrator, Department/Division heads                 | Advise and provide information. Coordinate activities between Departments..   | Good communication with consultants hired for city projects is critical in the success of the project.  |
| Aldermen and the Mayor, City Administrator                    | Discuss citizen complaints or answer questions. To present Resolutions/Communications and/or public hearings. Represent the Engineering Department at Council and Committee meetings. | Required as Department Head.  |
| Engineers and Technicians                                     | Discuss schedules, resolve issues that arise, advise and give direction.  | Needed for staff supervision and to properly provide the services of the Engineering Department.  |
| Public, Private Contractors                                   | Provide information on City infrastructure, Answer questions regarding City projects.   | Needed to properly provide the services of the Engineering 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         |    |                |
| Do you <u>directly</u> supervise any employees?<br><i>If yes, please list the number of FTEs and job titles of those employees below:</i> | X         |    |                |
| Job Title   | # of FTEs |    |                |
| Principal Engineers   | 3         |    |                |
| Administrative Support Specialist   | 2         |    |                |
|   |           |    |                |
|   |           |    |                |

**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:

This position is responsible for providing leadership and direction to the Engineering Department under the general direction of the City Administrator. Must be able to handle work of significant difficulty in directing, planning and coordinating the operations of the Engineering Department. This position is responsible for preparation and administration of the Engineering Department's operating budget of approximately \$1,300,000, 16 full time Engineering employees and for the design and construction of approximately \$9,500,000 in Capital Improvement Projects. Additionally, this position is responsible for providing support on projects funded by State/Federal funds, grants and other sources. The person in this position must be highly motivated, must have good communication and management skills, must be able to work well with City Administrator, other Division/Department heads, Council members and the Mayor, must be able to present ideas to Elected officials and the public.

## 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

| Level of Education<br>(Select one with an "X") |   | Field(s) of Study |
|--|---|-------------------|
|  | Less than High School Education           | n/a               |
|  | High School Education (or Equivalent)     |                   |
|  | One Year Certificate (or Equivalent)      |                   |
|  | Associate's Degree (or Equivalent)        |                   |
| X  | Bachelor's Degree                         | Civil Engineering |
|  | Master's Degree                           |                   |
|  | Professional Degree (Law, Medicine, etc.) |                   |
|  | PhD w/ Dissertation                       |                   |
|  | Other:                                    |                   |

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



| SECTION 11  |         |             |             |             | TOTAL EXPERIENCE REQUIRED UPON HIRE |               |           |
|---|---------|-------------|-------------|-------------|-------------------------------------|---------------|-----------|
| [Place an "X" in the appropriate cells]   |         |             |             |             |                                     |               |           |
| No Experience   | < 2 yr. | 2 to 3 yrs. | 4 to 5 yrs. | 6 to 7 yrs. | 8 to 9 yrs.                         | 10 to 11 yrs. | ≥ 12 yrs. |
|   |         |             |             |             |                                     | X             |           |
| Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): |         |             |             |             |                                     |               |           |
| Bachelor's Degree and 10 years of recent work experience as Principal Engineer/equivalent in Civil Engineering.                                 |         |             |             |             |                                     |               |           |

| SECTION 12   |  | CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB |                               |
|--|--|---|-------------------------------|
| List Required Certification/Licensure/Training   | How Attained/Provided                                      | Required Upon Hire?                                 | May Obtain After Hire?        |
| Registration as Professional Engineer in the State of Wisconsin  | State test, BS in Civil Engineering and 4 years experience | Yes (eligibility)                                   | No                            |
| Wisconsin Driver's License   | State test.  | Yes   | No                            |
| Completion of CVMIC Management series certificate or equivalent is required.   | Training sessions through CVMIC or other approved agency   | No  | 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.): |  |   |                               |
| The City pays renewal fees for PE registration.  |  |   |                               |

| SECTION 13  |                                    | SUPERVISOR'S 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 |   |  |
|   |                                    |   |  |
|   |                                    |   |  |
|   |                                    |   |  |
|   |                                    |   |  |
|   |                                    |   |  |