



City of South St. Paul
COUNCIL AGENDA – SPECIAL MEETING
Monday, July 11, 2016
6:30 p.m.

(If you use the hearing assistance PA system, please remove your hearing aid so it does not cause a feedback problem.)

1. CALL TO ORDER:

2. ROLL CALL:

3. AGENDA:

A. Approval of Agenda

Action – Motion to Approve

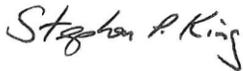
Action – Motion to Approve as Amended

4. GENERAL BUSINESS:

A. Approve Hire of Engineering Tech IV – GIS/CAD

5. ADJOURNMENT:

Respectfully Submitted,



Stephen P. King, City Administrator



Agenda Item: Approve Hire of Engineering Tech IV – GIS/CAD

Action to Be Considered:

Pass a motion to hire Thomas Madigan as Engineering Tech IV – GIS/CAD for the City of South St. Paul, contingent on City Council approval, successful completion of a background check and pre-employment work physical.

Overview:

As part of the 2016 budget process and succession planning for upcoming retirements, City Council approved hiring an Engineering Technician within the Engineering Department. A job announcement was placed on the City's website and with the League of Minnesota Cities. An interview panel consisting of John Sachi – City Engineer/Special Projects Manager, Chris Hartzell – City Engineer, and Sandy Haima – Exec. Asst. interviewed two qualified candidates on April 29, 2016. Following the interviews, the panel decided that neither applicant was a good fit for the position and the job was reposted. Following the second job posting, two candidates were selected for an interview. An interview panel consisting of John Sachi – City Engineer/Special Projects Manager, Chris Hartzell – City Engineer, and Shelly Anderson – Asst. City Admin/HR Director interviewed the two candidates on June 27, 2016. The interview panel reached consensus that Thomas Madigan will provide an excellent match for the position requirements and highly recommend his hire. *Interview questions are attached.*

Attached is a redacted copy of Mr. Madigan's application for employment. He is currently employed as a Senior Survey Technician with Washington County. He has extensive experience in AutoCAD, Civil 3D, ArcGIS.

Proposed Terms of Employment:

The Engineering Technician IV – GIS/CAD position is a job class within the AFSCME bargaining unit. Terms and conditions of employment are therefore subject to the collective bargaining agreement between the City and that union.

A tentative offer of employment was verbally extended to Mr. Madigan and was accepted. The offer is contingent on Council approval of hire, successful completion of a background check and pre-employment work physical. Tom is expected to begin work with the City within the next month.

This position is a non-exempt, hourly position within the FLSA classification system. The 2016 pay range for this position is \$27.08 - \$35.64 per hour. It is proposed that Tom begin at Step 1, or \$27.08 per hour. Assuming continuation of a step progression methodology, he would receive a half step after six months of satisfactory performance and another half step after twelve months of satisfactory performance, thereafter steps would occur annually with satisfactory performance. All other benefits are defined within the AFSCME bargaining agreement.

Financial Considerations:

The General Fund provides sufficient resources for the employment of Mr. Madigan on the terms described above.

2016 Engineering Tech IV Interview Questions

1. Please tell us about yourself?
2. How does your education and relevant work experience, qualify you for this position? *Ask the interviewee to elaborate on the following:*
 - a. Roadway construction/reconstruction
 - b. City utility construction
 - c. AutoCAD & Civil 3D Experience
 - d. Review of grading, utility, and commercial site plans
3. What is your experience level working with various software?
 - a. Microsoft Word or Excel
 - b. AutoCAD Civil 3D
 - c. ArcGIS
4. Why are you interested in working for the City of South St. Paul?
5. Describe a project that you have just recently completed and tell us about your role on the project and the feedback you received from your supervisor, and external clients on the project.
6. What in your opinion is the most valuable skill or quality needed for this job?
 - a. How do your past experiences prepare you for this job?
7. This position will require interactions with the public. Please describe your experience in working with the public and how you would respond to a question or concern for which you do not know the answer?
8. How would you handle a contractor that is being difficult to work with or careless in the field? Do you have an example from your own personal experiences?
9. Tell us about your current supervisor and management structure at your current job.
 - a. What would your current supervisor say about you?
 - b. If we were to hear one criticism from your supervisor, what would they say?
10. Are you a team player? Can you give us an example where you have had to lead a team to accomplish a task?
11. Have you ever had a conflict with a fellow employee? How was it resolved?
12. What is your greatest strength and weakness?
13. Full-time inspection and project deadlines can require overtime work during the year? Do you have any concerns about working overtime?
14. Do you have anything you would like to tell us that wasn't covered in the interview or have any questions for us?

THOMAS E. MADIGAN

**08/2004-PRESENT: WASHINGTON COUNTY PUBLIC WORKS DEPARTMENT
SURVEY AND LAND MANAGEMENT DIVISION
14949 62ND ST. N., SUITE 350, STILLWATER, MN 55082**

Senior Survey Technician

Office Experience

Conduct research of deeds, certificates of title, surveys, plats, and other property ownership information to assist in the determination of parcel boundaries and for use in preliminary design of projects areas

Prepare parcel maps, Survey worksheets, Certificates of Survey and Boundary Survey maps using computer aided drafting techniques (AutoCAD LDD, Civil 3D and ArcGIS)

Coordinate and participate in the development of survey related geodatabases utilizing GIS

Review and prepare legal descriptions for the acquisition of parcels related to development of municipal infrastructure

Utilize coordinate geometry (COGO) software to compute deeds, plats, and field survey data for use in the analysis of land boundaries

Determine locations to search for public land survey corners by evaluating evidence gathered through research and field data collection

Examine field and record information; compute, analyze and adjust survey data

Prepare Certificates of Location of Government Corners through analysis of historical (office) and field evidence

Examine subdivision plats, Registered Land Surveys and C.I.C. plats for accurate closure and compliance with applicable state laws, county procedures and professional standards

Resolve issues with contractors, landowners, engineers, utility companies or other agencies to preserve boundary markers and survey control points

Software utilized includes AutoCAD Land Desktop and Civil 3D, MicrosurveyCAD, Maptech, ArcGIS, MS Office, Adobe, MnCon

Field Experience

Utilize GPS and conventional (total station) survey equipment to collect field evidence to assist in the determination of land boundaries, and locate existing features

Direct a survey field crew in establishing horizontal control networks through traverse and static GPS survey methodologies

Collect field survey data information on angles, distances, reference points, found monumentation and various topographic features for use in boundary determinations and preliminary construction design

Boundary and topographic surveying, construction staking

Set boundary corners, highway right-of-way monuments, and property corners

Maintenance and perpetuation of the US Public Land Survey System

Compile detailed, clear, concise field notes

Utilize survey equipment including Trimble Total Stations (S6), Trimble GPS receivers (R8, 4800, 4700), Trimble Survey Controllers (CU, ACU, TSC2, TSC3), levels, locators and various hand tools

**03/2004-08/2004: MINNESOTA DEPARTMENT OF NATURAL RESOURCES
 FACILITIES AND OPERATIONS SUPPORT
 1200 WARNER ROAD, ST. PAUL, MN**

Engineering Aide Intermediate

Engineering research, topographic surveying, and collection of field data for the purpose of determining property boundaries and for use in civil design of project areas

Establish horizontal control networks; survey layout and construction staking of DNR infrastructure

Assemble survey and existing project information for feasibility studies, and preparation of preliminary designs

Production of final construction plans using AutoCAD Land Development Desktop and AutoCAD Civil 3D

Calculation of estimated quantities based on design plans; production of Technical specifications, coordinating reproduction and distribution of plans for bidding purposes

Construction inspection and monitoring of design-build projects

**05/2003-03/2004: URS/BRW, INC.
CONSTRUCTION SERVICES DEPARTMENT
MINNEAPOLIS, MN**

Survey and Mapping Technician

Survey layout and staking for civil design and construction of water mains, storm and sanitary sewer, curb and gutter, roads, sidewalks, retaining walls

Topographic surveying of AS-BUILT features including utilities, roadways, and finished project areas

Boundary surveying of project areas for land conveyance purposes including easements, right-of-ways, and property boundaries

Analysis and interpretation of construction plans

Compilation and output of survey data using AutoCAD Land Development Desktop

EDUCATION

2003-2009 CERTIFICATE PROGRAM IN LAND SURVEYING AND MAPPING
ST. CLOUD STATE UNIVERSITY

1999 MASTER OF SCIENCE - GEOLOGY
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MN

1995 BACHELOR OF SCIENCE - GEOLOGY
UNIVERSITY OF MINNESOTA-DULUTH
DULUTH, MN

PROFESSIONAL REGISTRATION

2010 MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE,
GEOSCIENCE AND INTERIOR DESIGN

LAND SURVEYOR LICENSE #30632

Print

City of South St. Paul Employment Application (Regular FT/PT Positions) - Submission #2680

Date Submitted: 6/6/2016

Which position are you applying for?*

Engineering Technician IV

Type of employment desired*

Full Time Part Time

First Name*

Thomas

Last Name*

Madigan

Address*

City*

State*

Zip*

Phone Number*

Email Address*

Are you 18 years of age or older?*

Yes No

Are you willing to work overtime if required?*

Yes No

Are you eligible to work in the United States?*

Yes No

Highest Degree Obtained*

GED Assoc. Degree Graduate Degree
 High School Diploma Bachelor's Degree Other

High School

South Saint Paul

City/State

South Saint Paul, MN

College

City/State

University of Minnesota

Duluth, MN

Address

Other

Degree or Field of Study

Other Education or Experience

Licensed Land Surveyor
Training in the application of GIS for public works
Proficient in numerous software application for drafting including AutoCAD C3D, ArcGIS and Trimble Business Center

List any other certificates, education or experience that you feel helps qualify you for the position.

(From Most Recent)

Company*

Position*

Washington County

Senior Survey Technician

Address*

14949 62nd St. N., Stillwater< MN 55082

Employed From - To (Dates)*

Last Wage*

8/2004 to present

\$28.45/hr

Reason for Leaving

If you are no longer employed here, please list reason for leaving employment.

Supervisor*

Phone Number*

Marc Senjem

May we contact your previous employer for a reference?*

Yes

No

Job Responsibilities*

Office Experience

Conduct research of deeds, certificates of title, surveys, plats, and other property ownership information to assist in the determination of parcel boundaries and for use in preliminary design of projects areas

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Compile detailed, clear, concise field notes

Utilize survey equipment including Trimble Total Stations (S6), Trimble GPS receivers (R8, 4800, 4700), Trimble Survey Controllers (CU, ACU, TSC2, TSC3), levels, locators and various hand tools

Provide a brief description of the main job duties for this position.

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Company

Position

Minnesota DNR

Engineering Aide Intermediate

Address

1200 Warner Road, St. Paul, MN

Employed From - To (Dates)

4/2004 to 8/2004

Last Wage

\$14.58/hr

Reason for Leaving

Found new employment

If you are no longer employed here, please list reason for leaving employment.

Supervisor

Tom Reich

Phone Number

May we contact your previous employer for a reference?

Yes

No

Job Responsibilities

Engineering research, topographic surveying, and collection of field data for the purpose of determining property boundaries and for use in civil design of project areas

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Assemble survey and existing project information for feasibility studies, and preparation of preliminary designs

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Construction inspection and monitoring of design-build projects

Provide a brief description of the main job duties for this position.

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Company

Position

URS Corporation

Survey Technician

Address

Minneapolis, MN

Employed From - To (Dates)

5/2003 to 4/2004

Last Wage

\$10.00/hr

Reason for Leaving

Found new employment

If you are no longer employed here, please list reason for leaving.

Supervisor

Ketih Dahl

Phone Number

May we contact your previous employer for a reference?

Yes

No

Job Responsibilities

Provide a brief description of the main job duties for this position.

Please list three professional references.

Full Name*

Marc Senjem

Phone Number*

Company*

Washington County

Relationship*

Supervisor

Full Name*

Tom Reich

Phone Number*

Company*

Minnesota DNR

Relationship*

Supervisor

Full Name*

Tom Schmidt

Phone Number*

Company*

Hillcrest Golf Clum

Relationship*

Superintendent

I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test and a background check as a condition of employment and that continued employment may be based on the successful completion of similar tests.

Your electronic signature below indicates your agreement with the following statements: By typing my name in the following box and clicking submit button I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information.

Applicant Signature*

Thomas E. Madigan

Upload Your Resume

Resume for Thomas Madigan.pdf

Upload Other Application Materials

Browse...

Applicants are considered for all positions and employees are treated during employment without regard to race, color or creed, religion, sex, marital status, national origin, ancestry, age, handicap, status as a disabled or Vietnam-era veteran, or status with regard to public assistance. As an employer, we comply with government regulations and affirmative action responsibilities. To assist with government record keeping, reporting and other legal requirements please fill out the Affirmative Action Survey. (Providing this information is voluntary and refusal to provide information will not have negative effect on your status as an applicant.)

Position Applied For

Engineering Technician IV

First Name

Thomas

Last Name

Madigan