

CITY OF MADISON POSITION DESCRIPTION

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

Scott Kerr

Work Phone:

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

Engineering Program Specialist 1

3. Working Title (if any):

Traffic Control Specialist

4. Name & Class of First-Line Supervisor:

Eric Halvorson

Work Phone:

5. Department, Division & Section:

Transportation, Traffic Engineering, Mapping and Records

6. Work Address:

215 Martin Luther King Jr Blvd
Suite 109

7. Hours/Week: 38.75

Start time: End time:

8. Date of hire in this position:

4/25/17

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

2020

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10. Position Summary:

This is responsible program coordination/administration and project work in a professional engineering environment. The work involves direct responsibility for the Traffic Engineering Division's Street Occupancy Permits, enforcing City ordinances, reviewing and coordinating the division's review of City Engineering's Street Opening Permits, and inspecting traffic control in the field. Positions at this level perform technical and quasi-professional functions such as plan preparation and/or review, preparation of on-going and periodic studies and technical reports, communication with contractors and the public, policy and plan interpretation, and field inspection of projects and program activities. Under the general supervision of a professional engineer or manager, positions at this level function independently, serve as experts in specialized areas, and recommend policy and/or procedure changes as appropriate. Positions at this level also coordinate responses and represent the department to the public and other departments, and work directly with multiple sections within a department. The work may involve leading other staff on a temporary or permanent basis.

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

50% A. Construction/Utility ROW Permit Specialist (Street Opening)

1. Assist private contractors/Utility companies in acquiring Street Opening Permits
2. Coordinate with Traffic Engineering Electrical Section to ensure protection of electrical facilities and opportunities to expand existing electrical network. Ensure private utilities do not prevent future installation of Traffic Engineering Electrical Section facilities
4. Coordinate with Traffic Engineering operations section to ensure protection of existing traffic control facilities
5. Attend meetings with private contractors and other City Staff. Provide input as it relates to traffic control
6. Review contractor supplied traffic control plans for adherence to M.U.T.C.D. and City of Madison standards
7. Draft traffic control plans as necessary for private development
8. Coordinate with City, State and private entities as conflicts arise in the public ROW
9. Field complaints and respond to public, businesses, alders as they relate to traffic control and permitted activities in the public ROW
10. Issue press releases for road closures or other impacts to the public ROW
11. Attend interagency meetings to improve communication and enhancements related to street opening permit policy, practices and procedures
12. Work with Private entities ensure they understand and comply with all local regulations for working in the public ROW and apply for and revive the appropriate ROW permits
13. Coordinate with City Engineering staff on enforcement activities and write citations as required
14. Attend court proceedings related to citations as needed

30% B. Field inspection of traffic control for ROW permits

1. Inspect ROW permits to ensure contractor compliance with permit conditions and appropriate traffic control
2. Inspect City Engineering Right of Way Opening permits to ensure compliance with Traffic Engineering Division requirements and appropriate traffic control per M.U.T.C.D. and City of Madison standards
3. Inspect City of Madison Public Works projects for compliance with specifications as they relate to the Traffic Engineering Division
4. Inspect permanent traffic control facilities including verifying quantities for payment and adherence of specifications of public works projects
5. Educate contractors in regards to City Ordinances
6. Enforce City Ordinances by issuing citations as necessary
7. Document violations of City Ordinance and attend Municipal Court as necessary

15% C. Street Occupancy permit review

1. Review requested occupancy and/or private developer agreements. Provide conditions of approval to ensure public safety and to limit disruption for the general public
2. Maintain and manage street occupancy permit database and program GIS mapping
3. Verify contractor insurance on file with City Risk Manager
4. Determine appropriate street occupancy fees and collect fees as necessary
5. Coordinate with division traffic engineers to insure appropriateness of occupancy

5% D. Misc

1. Participate in Traffic Studies
2. Other Duties as Assigned

12. Primary knowledge, skills and abilities required:

Thorough knowledge of standard engineering and/or traffic engineering nomenclature; mathematics; and fundamental principles, practices and techniques. Thorough knowledge of drafting, traffic control design practices and techniques, including computer assisted drafting (CAD). Thorough knowledge of the policies,

practices, procedures, and governing laws, ordinances, and/or regulations pertaining to the department/division including the Federal Highway Administration's Manual on Uniform Traffic Control Devices. Thorough knowledge of computer engineering applications. Ability to plan, coordinate and carry out on-going program(s) or areas of responsibility. Ability to interpret and explain engineering plans, specifications, and other technical documents and projects to subordinate staff, other agencies, and the public. Ability to perform and coordinate the performance of technical work including drafting and the assembly, recording, compilation, tabulation and analysis of data. Ability to maintain good working relationships with staff, members of other agencies, and the general public. Ability to communicate effectively, both orally and in writing. Ability to follow oral and written instructions. Ability to dispense technical information quickly, accurately and in a tactful, courteous and respectful manner over the telephone, in writing, and in person to members of the general public. Ability to perform engineering design work and to review the work of others. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license

15. Physical requirements:

Employees in this position must be able to lift/carry objects weighing up to 20 pounds on a regular basis and objects weighing up to 75 pounds on occasion. In addition, employees must be able to frequently walk over uneven surfaces and in active construction sites, bend and squat, stand for long periods of times, and tolerate loud noises, dust and pollen. This position requires work outdoors in all types of weather. Ability to operate a CAD/GIS workstation with hand and eye coordination using a mouse and keyboard for inputting data.

16. Supervision received (level and type):

Minimal supervision is expected in this position

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).

EMPLOYEE

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).

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/employeeenet/policies-procedures/position-descriptions.