

CITY OF MADISON POSITION DESCRIPTION

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

Tim Stella

Work Phone: 266-6525

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

Civil Tech 2

3. Working Title (if any):

N/A

4. Name & Class of First-Line Supervisor:

Eric Halvorson

Work Phone: 266-6527

5. Department, Division & Section:

Transportation, Traffic Engineering

6. Work Address:

215 Martin Luther King Jr Blvd
Suite 109

7. Hours/Week: 38.75

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

8. Date of hire in this position:

6-19-17

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

July 2022

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10. Position Summary:

This is basic technical support work performed in a professional engineering and public works mapping and construction environment. The work involves performing field and office tasks such as computer drafting of maps, drawings and layouts, updates to the City's computerized record maps such as traffic signs, signals, condition diagrams and crash maps, including updates to the associated database tables, assisting in construction inspection and documentation, making field measurements, and performing other related tasks. The work is performed under the direct supervision of higher-level technical or professional staff and is reviewed in progress and upon completion. Perform more complex and/or comprehensive technical support functions. Provide leadership and guidance to others in the division.

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

- 40% A. Pavement Marking Program
1. Under limited supervision of the Assistant City Traffic Engineer and Traffic Engineering Operations Manager, administer, oversee and coordinate the citywide epoxy marking program. This includes the semi-permanent pavement marking program (included street, bike lane and pedestrian cross-walk markings).
 2. Evaluate existing markings to determine needs remarking of using semi-permanent marking and other markings.
 3. Determine a project and budget schedule for the year and coordinate with the Engineer Division, Traffic Engineering staff and TE-shop.
 4. Design the pavement marking layout; prepare necessary resolutions, contracts and specifications; prepare plans and present project to the BWP and CC; meet with contractor to develop work schedule.
 5. Coordinate the development of street epoxy marking plans. Design the marking needed for streets to be constructed and maintenance during the year. Develop a plan using City, State and Federal standards and prepare drawings. Review work as it is performed and determines if additional marking is needed.
 6. Conduct or coordinate final inspection of the contractors' epoxy pavement and marking works in the city. These include coordinating and assisting contractors on both in house questions and in the field layout. Assist contractors when needed by phone or in person. Work outside of the City's normal working hours and make decision and determine the best appropriate way for installation and/or marking.
 7. Coordinate pavement & markings billings; verify and make changes if needed; approval final quantities and create LPO; submit to Administrator for making payments.
- 45% B. Parking Lot, Site Plan Review and Driveway Permits
1. Under limited supervision of the Assistant City Traffic Engineer and TE Development Specialist, assist with administering the parking lot and access program.
 2. Conduct and coordinate the review of site plans and commercial driveway access and parking lots.
 3. Coordinate and problem solve with other city departments, architectural firms and civil engineering companies in reviewing private development sites to ensure each project aligns with all City ordinances, policy's and modern Traffic Engineering best practices to achieve the highest standards for safety and sustainability.
 - 4.
 5. and and achieve highest standards for the development to have a highly sustainable future.
- 5% C. Provide mapping and graphic products for City Traffic staff, other governmental agencies and the general public
1. Print maps of Traffic assets from CAD or GIS programs
 2. Create poster board prints for public meetings
 3. Print condition diagrams for public as requested
 4. Other tasks as assigned
- 5% D. Assist in providing technical support and training to City Traffic staff relating to CAD hardware/software and GIS mapping hardware/software
1. Assist users with Arc products
 2. Assist users with MicroStation
 3. Print condition diagrams for public as requested
 4. Other tasks as assigned
- 5% E. Perform field related duties as necessary in support of mapping and record conversion duties and other related work as assigned
1. Inventory existing signs for construction projects
 2. Perform site distance studies
 3. Conduct traffic count studies
 4. Collect field data as requested
 5. Other tasks as assigned

12. Primary knowledge, skills and abilities required:

Working knowledge of the methods and techniques for inspecting public works construction projects. Knowledge of drafting techniques, materials and tools, including basic familiarity with computer assisted drafting (CAD). Knowledge of standard engineering nomenclature and mathematics including geometry and trigonometry. Knowledge of surveying techniques and equipment. Ability to make neat and legible technical drawings. Ability to perform mathematical computations quickly and accurately. Ability to read detailed maps, plans and specifications. Ability to follow instructions and established procedures. Ability to establish and maintain effective working relationships with internal staff and with persons in other agencies, contractors and the public. Ability to perform fieldwork including observations, measurements, data collections, survey crew work, and construction inspection activities. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Major mapping and GIS systems including plotters, printers, scanners, CD recorders, etc. will be provided

14. Required licenses and/or registration:

Possession of or the ability to obtain a valid Wisconsin driver's license

15. Physical requirements:

The ability to stand for long periods of time, access and walk around an active construction site, withstand adverse weather extremes (cold, hot, rain, or sun), tolerate loud noises, dust and pollen. Ability to operate a CAD workstation with hand and eye coordination using a mouse and keyboard for inputting data.

16. Supervision received (level and type):

Traffic Engineering Development Specialist

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/employeenet/policies-procedures/position-descriptions.