

## CITY OF MADISON POSITION DESCRIPTION

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

Eric Halvorson

Work Phone: 266 6527

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

Engineering Aid 1

3. Working Title (if any):

Engineering Aid 1

4. Name & Class of First-Line Supervisor:

John Leach & Development Specialist

Work Phone: 267 8755

5. Department, Division & Section:

Transportation, Traffic Engineering & Planning

6. Work Address:

215 MLK, Jr. Blvd. Suite 130

7. Hours/Week: 38.75

Start time: 7:30

End time: 4:00

8. Date of hire in this position:

June 2007

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

Summer 2007, Street Occupancy Winter 2008

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10. Position Summary:

This is skilled technical support and lead work in a professional engineering and public works construction environment. The work involves independently performing a variety of tasks such as those typically performed at the Engineering Aide II level and coordinating and overseeing the work of lower level technical support staff on a regular basis. The work is performed under the general direction of professional staff and typically is reviewed upon completion.

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

70%  
55

A. Design and Maintain electronic databases

1. Lead developer for Sign Inventory and Coordinator for Accela
2. School Safe Route program
2. Develop specialized tool/applications (custom programming when needed)
4. Coordinate field/office to ensure product meets needs

5. Train office and field crews on newly developed programs and procedures
6. Provide reports (maps/spreadsheets) for analysis and presentation
7. Develop web based GIS applications
8. Publish maps (web, electronic and hard copy) for office and public consumption as requested

20' 15%

B. Field work

1. Collect field data (photographs, measurements, conditions...) for inclusion with electronic data.
2. Inventory existing conditions to assist with design
3. Survey improvements
4. Layout marking and island guides from plans for contractor installation.
5. Develop planimetric layouts from field data

10' 8%

C. Permitting (Street Occupancy)

1. Receive and review requests for Street Occupancy
2. Work with public to resolve conflicts between City ordinance/policy and public needs
3. Inspect site if necessary
4. Provide on site follow up if necessary

5%

D. Purchase Software/Hardware

1. Research available options
2. Evaluate the pros/cons
3. Present findings to teams for discussion
4. Purchase (negotiate when possible with vendor)
5. Train appropriate team members

10' 5%

E. Bicycle Rack Program

1. Work with businesses to install bicycle parking for city's goal for becoming a platinum bike city
2. Develop site plan from measurements taken in the field
3. Mark location for installation in the field
4. Prepare work order for field crews
4. Prepare 'as built' to include with programs database

12. Primary knowledge, skills and abilities required:

High level of proficiency with multiple computer programs, including but not limited to GIS and CAD. Knowledge of geographic coordinate systems specific to Wisconsin (Including WISCRS) Considerable technical knowledge of drafting, surveying and other related engineering practices, procedures and techniques; materials; and tools, including working knowledge of computer assisted drafting (CAD). Knowledge of standard engineering nomenclature and mathematics including geometry and trigonometry. 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 develop computerized systems and programs. 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 lead and oversee the activities of permanent and hourly technical staff. Knowledge of computer usage, terminology, and spreadsheet and database applications. Ability to manage data using both manual and computerized systems. Ability to contribute to the preparation of technical reports. Ability to perform field work including observations, measurements, data collection, and construction inspection activities.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

General physical activity

16. Supervision received (level and type):

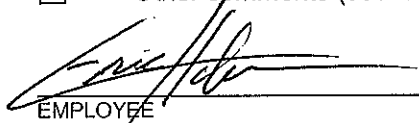
Review overall results

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:

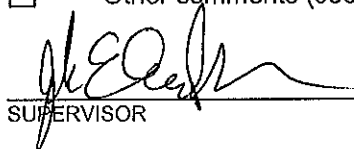
I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

  
EMPLOYEE

7-14-09  
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

7/15/09  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.