

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: February 19, 2008

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Traffic Operations Supervisor**

At the request of the City Traffic Engineer/Parking Manager, I have conducted a study of the position (#1222) of "Public Works General Foreperson" (occupied by C. Christoph) in Compensation Group 18, Range 07. This position performs responsible supervisory and administrative work in planning and directing the City's Signing and Pavement Marking programs and Traffic Operations Support services, and in overseeing the general administration of the Traffic Operations Unit (as the Assistant to the Traffic Operations Manager). Under the general direction of the Traffic Operations Manager, the employee exercises considerable judgment and discretion in representing program interests.

This work differs from that initially conceived in two material ways: the work now incorporates a much higher level of programmatic autonomy (i.e., to include longer-term planning and organizing considerations); and the role has been expanded to include both facility support (i.e., building development and maintenance) and general administration (e.g., overseeing payroll, leave administration and employee relations) for Traffic Operations as the "assistant to" the Traffic Operations Manager. In light of these somewhat unique contributions/responsibilities, I recommend the creation of the new class of "Traffic Operations Supervisor" (class specification and organizational chart attached).

I recommend that this new class be placed in Compensation Group 18, Range 09. This placement appropriately recognizes the expansion of the previous role, while maintaining a one range distinction with the class of Public Works General Supervisor (18/10) characterized by oversight of a larger number of workers directed by first line (subordinate) supervisors.

I recommend reallocation of the current incumbent in recognition of the incremental evolution of the assignment.

I have prepared the necessary ordinance and resolution to implement these recommendations.

cc: David Dryer, City Traffic Engineer/Parking Manager

Attachments

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
18/07	47,213	55,982	62,634
18/08	49,306	58,509	65,520
18/09	51,293	61,418	68,796

TRAFFIC OPERATIONS SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory and administrative work in planning and directing the City's Signing and Pavement Marking programs and Traffic Operations Support services, and in overseeing the general administration of the Traffic Operations Unit (as the Assistant to the Traffic Operations Manager). Under the general direction of the Traffic Operations Manager, the employee exercises considerable judgment and discretion in representing program interests.

Examples of Duties and Responsibilities:

Plan, direct, schedule and review the work of assigned staff, both directly and through subordinate leadworkers. Hire, train, evaluate and discipline technical, skilled, and clerical workers. Maintain effective employee relations. Develop and implement related procedures and practices.

Direct the operations and programs of the Sign and Pavement Marking Section. Prioritize ongoing and special projects and activities. Direct emergency operations as required. Oversee annual sign and pavement marking inventory. Participate in pre-construction and/or other meetings pertaining to sign and pavement marking construction projects. Coordinate construction projects with City Engineering to expedite work to ensure public safety. Provide liaison with Digger's Hotline. Estimate materials and labor to complete signing and marking projects, and for ongoing maintenance programs. Provide inspection services for both in-house and contracted sign and pavement marking projects. Participate in the research and design of new equipment and materials. Assist other City agencies with signing and pavement marking services. Develop programs for monitoring annual maintenance for sign replacement, center and lane line, crosswalks, painted curbs, radius lines, handicap ramps, speed bumps, flat and raised islands, arrows and onlays, using materials such as paint, epoxy, cold plastic (stamark) and thermoplastic. Provide liaison with material and supply manufacturers' technical and sales representatives.

Oversee the operations of the Support Services Section to include the general maintenance and operations of the Traffic Operations facility. Provide necessary interface and coordination with the Traffic Operations Manager and City Traffic Engineer/Parking Manager.

Oversee the centralized administrative services for Traffic Operations. Review, monitor and approve payroll-related records; time sheets, time off requests, complete W/C forms, FMLA documents, accident and incident reports. Monitor and report on the progress of projects to Traffic Operations Manager. Review and/or compile project material lists and authorize for billing. Supervise and direct the maintenance of records and information for inventory control and order processing. Assist in the development of budget recommendations. Recommend items and/or projects for Capital and Operating Budgets. Coordinate guardrail

repair/replacement with Dane County Highway. Approve purchase requisitions and purchasing card transactions.

Act as Assistant to the Traffic Operations Manager. Provide liaison with the City Traffic Engineer, Assistant City Traffic Engineer, Traffic Operations Manger, senior staff engineers and engineering consultants on major signing, marking and building projects. Serve as emergency contact for Traffic Engineering facility. Attend disciplinary hearings (grievances, arbitrations). Represent Traffic Engineering at various Boards and Staff Team meetings. Represents Traffic Engineering on Building and Shop Maintenance Projects by meeting with architects, consultants, engineers, alderpersons, etc. Oversee building alarm system and coordinates with 911 Center. Receive, review and respond to public complaints regarding signing and marking. Investigate and take necessary action to correct problems.

Perform related work as assigned.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Thorough knowledge of the principles, practices and administrative considerations applicable to Traffic Engineering operational activities. Working knowledge of assigned Traffic Engineering programs (to include signing and pavement marking operations). Working knowledge of supervisory practices, policies and procedures. Working knowledge of the safety hazards of the work and methods of promoting employee safety . Ability to effectively prioritize, plan, assign and direct the work of employees engaged in skilled and semi-skilled work activities. Ability to hire, train, supervise, evaluate and discipline assigned staff. Ability to develop, implement and monitor related maintenance programs. Ability to lead and participate in related administrative activities. Ability to develop, recommend and administer budgets. Ability to exercise judgment, initiative and discretion in meeting assigned objectives. Ability to maintain records and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to maintain effective attendance.

Training and Experience:

Three years of directly related leadership experience in planning and implementing Traffic Engineering operations. Such experience would normally be gained after graduation from high school supplemented by related technical coursework. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Department/Division	Comp. Group	Range
Traffic Operations	18	09

Approved: _____
Brad Wirtz
Human Resources Director
Date

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