

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
James M. Wolfe
Work Phone: 266-4099
2. Class Title (i.e. payroll title):
Engineer 4
3. Working Title (if any):
Engineer 4
4. Name & Class of First-Line Supervisor:
Christy Bachmann, Principal Engineer 1
Work Phone: 266-4095
5. Department, Division & Section:
Dept of Public Works, Engineering Division, Transportation Design Section
6. Work Address:
City-County Building, Room 118
210 Martin Luther King Jr. Blvd.
Madison, WI 53703
7. Hours/Week: 38.75
Start time: 7:00 End time: 3:30
8. Date of hire in this position:
05/03/2009 (Engineer 3)
9. From approximately what date has employee performed the work currently assigned:
01/01/2011

10. Position Summary:

General - this is advanced-level professional engineering and project supervision work performed in the office and/or field in connection with the planning, design, management and construction of a wide variety of public works projects. Assignments are received from a higher-level engineer and the work involves the application of independent professional judgment to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff, and professional certification of the results. The work is performed under the general direction and coordination of a higher-level professional engineer and regularly involves the supervision of lower-level staff including professional engineers.

Specific – This position has responsibility for design and project management of complex Street Reconstruction Projects and Private Development Projects including related supervision. This position also includes the leadership role of developing and maintaining roadway design software, standards and

training. The work includes supervision of entry level engineers and training and support for all the sections engineers.

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

- 40% A. Project Manager for Major Arterial Street Projects and Downtown Area and Campus Area Improvements
1. Serve as Design Engineer and Project Manager for complex downtown projects. Recent past projects such as Williamson Street, Outer Loop (Webster Street, Fairchild Street), E. Johnson Street (co-manager), and Henry Street are typical of future assignments.
 2. Utilize professional expertise, assume independent responsibility for the completion of major public works projects. Provide project leadership and management.
 3. Represent the City Engineer on work groups and at neighborhood meetings requiring engineering expertise. Attend public hearings and meetings to provide information concerning proposed projects.
 4. Work with the State, County, other Municipalities and design consultants to assure city design standards are met throughout the design process.
 5. Meet with Developers, Consultants and Business Owners to coordinate work on Public Works Projects with property owners needs.
- 30% B. Section Lead and City Project Manager for Private Development Projects
1. Prepare and coordinate the preparation of designs, plans, and cost estimates for City public works infrastructure required by various private development projects.
 2. Coordinate project components and schedules with other city departments, agencies, and private utilities.
 3. Stamp plans and/or review plans prepared by entry level engineers. Supervise subordinate staff as needed for plan design and drafting.
 4. Coordinate project work for improvements in the public right-of-way for private development projects and adjacent Public Works projects.
- 30% C. Serve as Section Lead for developing and maintaining roadway design software
1. Train lower level engineers and new hires on City Engineering project design procedures and computer software.
 2. Evaluate and provide recommendations for design software
 3. Train and provide support to all street section Engineers
 4. Develop and support software enhancements
 5. Develop and maintain standards for design software use
 6. Develop documents to assist other engineers when using design software

12. Primary knowledge, skills and abilities required:

Thorough knowledge of civil engineering design and construction principles, practices, materials, and inspection techniques. Thorough knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Ability to supervise lower level staff in the design and coordination of public works construction projects. Skill in making and documenting engineering computations and cost estimates, and document them and to review the work of others. Ability to perform computer-aided design and spreadsheet analysis. Ability to exercise significant professional engineering expertise and judgment in the resolution of engineering problems. Ability to collect, analyze and compile data and prepare technical reports. Ability to communicate effectively both orally and in writing. Ability to speak before large groups, answer technical questions, and assist subordinates. Ability to develop and maintain effective relationships with supervisors, subordinates, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to inspect or assign others to inspect public works construction projects. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Advanced knowledge in the use of a personal computer and workstation to run design software, and a variety of other office software such as access, excel, word, Microsoft projects, outlook and other database software.

14. Required licenses and/or registration:

Must be registered as a Professional Engineer in the State of Wisconsin

15. Physical requirements:

NA

16. Supervision received (level and type):

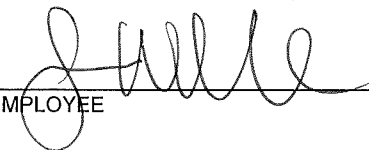
Receives minimal supervision, must function with a high degree of independence
Principal Engineer provides general direction and coordination.

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

2-19-13

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

2-19-13

DATE

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

