

ATTACHMENT 1. DESCRIPTION OF WORK CURRENTLY PERFORMED

August 26, 2010

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Christopher Petykowski
Work Phone:
2. Class Title (i.e. payroll title):
Principal Engineer 1
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Robert F. Phillips
Work Phone: 266-4090
5. Department, Division & Section:
Public Works, Engineering – Transportation
6. Work Address:
210 Martin Luther King Jr., Blvd. Room 115
7. Hours/Week: 38.75
Start time: 8:00 AM End time: 4:30 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned: July 2009

10. Position Summary:

This is supervisory, administrative, and professional civil engineering work as for the Engineering Division's Transportation Section with responsibility for the planning, design, and administration of public works projects. The work involves prioritizing and budgeting projects; supervising assigned office and/or field staff; letting and administering contracts; coordinating activities with other Engineering Division units, City departments, private developers/contractors, and the public; and maintaining professional standards.

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

% A. TRANSPORTATION PROGRAMMING

1. Coordinate the City's transportation infrastructure development and improvement program with the Madison Area Metropolitan Planning Organization (MPO). Oversee applications for federal

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STP urban funds submitted to the MPO, applications for federal funds provided through earmarks at the national level, applications for state funding such as enhancement funds for pedestrian / bike projects and hazard elimination funding, and other funding opportunities as may be available.

2. Analyze, update and implement the City's Transportation Improvement Program (TIP). Oversee coordination of the City's TIP with private (electric, gas, fiber optic, telecommunications, etc.) and City utilities (storm, sanitary sewer, and water) at a high level on issues related to impacts to transportation.
3. Review TIP in context of critical routes to insure that these critical transportation routes are not compromised to the extent that construction projects over burden the public by reviewing critical routes against each year's program.
4. Meet with entities such as the University of Wisconsin's Joint Public Works Improvement Committee and Wisconsin Department of Transportation to coordinate issue relative to transportation. Negotiate contracts and agreements as necessary.

% B. PROJECT MANAGEMENT

1. Manage major engineering projects involving multiple Engineering Division units, and other City or governmental units. Coordinate the planning, scheduling, administration and construction of such projects from budgeting through design and construction phases. Hold monthly meetings to update other City agencies on current project schedules and coordinate the solicitation and integration of project components from various sources.
2. Determine project scope and, based on current workload and the nature of the project, assign to internal project engineers or use external consulting firms for project design. Coordinate project scheduling for Board of Public Works, Common Council, public input, construction, etc.
3. Hold regular meetings with staff to review progress and resolve procedural and design problems during developmental phases. Review all project designs and specifications for adherence to professional standards; cost effectiveness; completeness; coordination with other entities; and compliance with all applicable federal, state and local regulations, laws, and procedures.
4. Sign off on project designs prepared by staff not yet certified as professional engineers.
5. Insure that plans and specifications made ready for bidding contain the necessary provisions relative to traffic control so as to prevent conflicts on critical routes.
6. Prepare requests for consulting proposals, respond to inquiries, conduct interviews as necessary, and assist in the selection of consultants for particular projects. Develop contracts between the City and the consultant and negotiate and prepare contract amendments. Act as principal contact for the City on projects being designed by consultants.
7. Perform Capital Improvement budgeting for the area of responsibility. Determine project priorities and budget estimates and recommend to the City Engineer in conjunction with the annual Capital Budget process. Review and monitor project expenditures throughout the year and recommend budget or project adjustments as necessary.

% C. PERSONNEL SUPERVISION & TRAINING

1. Supervise unit staff including professional engineers and other types of professional, technical, and field staff.
2. Participate in hiring and promotion decisions and provide training, work review and evaluation, discipline, resolution of grievances, and other supervisory responsibilities.
3. Train new staff in proper engineering design procedures and other procedures and techniques pertinent to Engineering Division and City requirements, approval processes and programs.

% D. PUBLIC INVOLVEMENT, INFORMATION & RELATIONS

1. Oversee public information related to transportation. Monitor relevant web pages and provide direction on required modifications to the web page. Review ways to better inform the public and

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- make recommendations to the City Engineer. Coordinate and insure that My Account updates relative to transportation are promptly made.
2. Oversee public relations with respect to transportation. Meet with neighborhood groups. Meet with groups such as Downtown Madison Inc, Chamber of Commerce, the Business Improvement District, and others to disseminate information. Inform the Common Council, Long Range Transportation Planning Commission, Board of Public Works, Pedestrian Bike and Motor Vehicle Commission and other relevant boards and commissions on issues related to transportation and transportation infrastructure.
 3. Discuss issues with the media relative to transportation.
 4. Represent the City Engineer on work groups and at neighborhood meetings requiring transportation engineering expertise. Attend public hearings and meetings to provide information concerning proposed projects. Provide information and respond to Aldermanic requests.

% E. OTHER RELATED DUTIES

1. Review and update design procedures and guidelines, including those used in the Madison General Ordinances.
2. Prepare grant requests and administer grants for eligible City projects and functions in the area(s) of responsibility.
3. Oversee the preparation of environmental assessments and necessary reports and records
4. Perform other related duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of civil and environmental engineering principles and practices, particularly as they relate to the design, construction, and maintenance of public works projects in the area(s) of specialization. Thorough knowledge of public works engineering objectives, purposes, professional standards, methods, and principles. Knowledge of computer-assisted design processes and techniques and computer applications relative to the area(s) of responsibility. Knowledge of the City's processes and procedures relating to project approval and contract awarding and administration. Ability to communicate technical issues and data to citizens, other governmental employees, and elected officials by written and verbal means. Ability to prepare technical reports and act on study conclusions. Ability to prepare and/or review construction plans and specifications and interpret plans in the field. Ability to plan, supervise, schedule, and review the work of lower-level professional, technical, and field staff. Ability to adjust employee grievances. Ability to establish and maintain effective work and public relations. Ability to develop new techniques and approaches relative to the area(s) of specialization and to provide professional leadership. Ability to communicate, both orally and in writing, including making presentations to groups. Ability to organize engineering data, prepare and review cost estimates, recommend project priorities, and present findings and recommendations. Ability to schedule public works projects and coordinate all related details. Ability to negotiate contract provisions and oversee the work of consultants.

Three years of advanced-level professional engineering experience including at least two years equivalent to the Engineer IV level in the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in civil and/or environmental engineering, or a closely related field. 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 these positions will also be considered.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid Certificate of Registration as a Professional Engineer in the State of Wisconsin and ability to meet the transportation requirements of the position.

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15. Physical requirements:

16. Supervision received (level and type):

The work is performed under the direction of the City Engineer, Assistant City Engineer and or a Principal Engineer 2, is characterized by independent judgment and major program and project responsibilities, and is reviewed through periodic conferences and reports.

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

8/27/10

DATE

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