

CITY OF MADISON POSITION DESCRIPTION

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

Underfilled as Traffic Engineer 3 (Mark Winter)

Work Phone: 266-6543

CITY OF MADISON
HUMAN RESOURCES

2013 NOV 21 AM 8:47

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

Engineer 4

3. Working Title (if any):

Operations and Safety Section Head

4. Name & Class of First-Line Supervisor:

David Dryer

Work Phone: 266-6546

5. Department, Division & Section:

Transportation, Traffic Engineer, Operations and Safety

6. Work Address:

215 Martin Luther King Jr. Blvd
Room 100

7. Hours/Week: 38.75

Start time: 8:00 End time: 4:30

8. Date of hire in this position:

N/A

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

1/1/2010

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10. Position Summary:

This position is a managerial position as the head of the Operations and Safety Section of the Traffic Engineering Division. Work includes planning, coordination and supervision of lower level staff and professional traffic engineers in the section.

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

40% A. Plan, design, coordinate, and analyze improvements as a result of public requests, alder requests, or safety reviews in the following areas;

1. Signing and marking
2. Sight distance
3. Crash mitigation and safety
4. Bicycle facility design
5. Traffic Operations

- 25% B. Prepare plan and specifications for traffic engineering public works projects
 - 1. Supervision of lower level staff
 - 2. Design, review, implement signing and marking improvement projects
 - 3. Design, review, implement safety improvement projects
 - 4. Design, review, implement operational improvement projects
 - 5. Design, review, implement geometric improvement projects
 - 6. Design, review, implement traffic control plans
- 10% C. Prepare plans and specifications for necessary traffic control as follows;
 - 1. Supervision of lower level employees
 - 2. Design, review, implement plans for House Moves
 - 3. Design, review, implement plans for oversized loads
- 15% D. Plan, analyze, coordinate, and publish reports related to agencies data and collection as it relates to the following areas.
 - 1. Supervision of lower level employees
 - 2. Crash data
 - 3. Volume data
 - 4. Work Order and CRR data base system
- 5% E. Prepare project reports, attend public meetings and make presentations as necessary
- 5% F. Other tasks as assigned

12. Primary knowledge, skills and abilities required:

Considerable Knowledge of traffic engineering principles and practices. Considerable knowledge of civil engineering construction and design practices as they apply to the design, construction, and operation of transportation and traffic control facilities. Knowledge of statistics and math necessary to analyze traffic data. Working knowledge of computer aided drafting techniques including higher level knowledge of Microstation Software. Ability to compile, consolidate, analyze, and draw conclusions from statistics and other data. Ability to communicate technical issues and data to citizens, other government employees, and elected officials by written and verbal means. Ability to work with Microsoft access and Arc GIS software. Ability to prepare technical reports and act on study conclusions. Ability to prepare and/or review construction plans and specifications. Ability to supervise and review the work of lower-level professional, paraprofessional and technical staff. Ability to establish and maintain effective work and public relations. Ability to develop new techniques and approaches relative to the area of Operations and safety. Ability to provide profession leadership. Ability to maintain adequate attendance.

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. Ability to meet the transportation requirements of the position.

15. Physical requirements:

16. Supervision received (level and type):

This is a highly independent position who reports directly to the City Traffic Engineer

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).



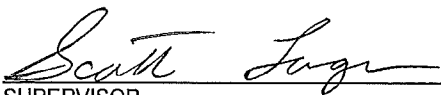
EMPLOYEE

11/18/2013

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

11/18/2013

DATE

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