

CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON
HUMAN RESOURCES
2017 MAY -9 PM 2:55

1. Name of Employee (or "vacant"):
Eric Poffenberger
Work Phone: 261-9663
2. Class Title (i.e. payroll title):
Program Specialist 1
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Eric Halvorson
Traffic Engineering Development Specialist
Work Phone: 266-6527
5. Department, Division & Section:
Traffic Engineering
6. Work Address:
30 W Mifflin St. 9th flr, Madison, WI 53709
7. Hours/Week: 38.75/week
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:
Spring 2015

10. Position Summary:

This is a responsible program coordination, project and specialized field work in a professional engineering environment. The work involves direct responsibility for specialized program, projects and activities relating to the support of engineering staff and projects with an emphasis on, but not limit to, Traffic Engineering asset management work. Positions at this level perform technical and quasi-professional functions such as maintenance and development of asset inventories, preparing plans and specifications and coordinated activities. Under the limited supervision of a professional engineer, manager or TE Development Specialist, positions at this level function independently in area(s) of responsibility. The work may involve leading or supervision other staff on a temporary or permanent basis.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 50% A. Maintain and improve the Traffic Engineering Computer Mapping/GIS Records:
 1. Recommend, develop and implement improvements to asset model
 2. Update and maintain Traffic Engineering electronic assets and records in both GIS and CADD environments.
 3. Update and maintain a variety of Traffic Engineering electronic maps and records.
 4. Develop and maintain workflows to assist in the dissemination and accuracy of Traffic Engineering data
 5. Other tasks as assigned.
 - 35% B. Planning and Development Review
 1. Review development plan for Traffic Engineering standards, compliance with MGO and plan commission conditions
 2. Coordinate between City division if conflicting requirements are presented
 3. Elevate issues with applicants to higher level Traffic Engineering staff as needs present
 4. Coordinate between agencies to ensure the process is as accurate and efficient as possible
 - 5% C. Provide mapping and graphic products for Traffic Engineering staff, other governmental agencies and the general public:
 1. Print maps of Traffic Engineering assets from CAD or GIS programs.
 2. Create poster board prints for public meetings.
 3. Print Traffic Engineering Asset maps for public as requested.
 4. Other tasks as assigned.
 - 5% D. Assist in providing technical support and training to Traffic Engineering staff relating to CAD hardware/software and GIS mapping hardware/software:
 1. Assist users with Arc products.
 2. Assist users with MicroStation.
 3. Train users on all new programs/workflows developed by the Traffic Support section.
 4. Other tasks as assigned.
 - 5% E. Perform field related duties as necessary in support of mapping and record conversion duties and other related work as assigned:
 1. Inventory existing signs for construction projects.
 2. Perform Site Distance Studies.
 3. Conduct traffic count studies.
 4. Collect field data as requested.
 5. Other tasks as assigned.

12. Primary knowledge, skills and abilities required:

Working knowledge of the methods and techniques for inspecting public works construction projects. Knowledge of drafting techniques, materials and tools, including basic familiarity with computer assisted drafting (CAD) and Geographic Information System (GIS) software. Knowledge of standard engineering nomenclature and mathematics including geometry and trigonometry. Knowledge of surveying techniques and equipment. 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 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 perform field work including observations, measurements, data collection, survey crew work, and construction inspection activities. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Major mapping and GIS systems including plotters, printers, scanners, Asset recorders, etc. will be provided.

14. Required licenses and/or registration:

Possession of or the ability to obtain a valid Wisconsin drivers license.

15. Physical requirements:

The ability to stand for long periods of time, access and walk around an active construction site, withstand adverse weather extremes (cold, hot, rain, or sun), tolerate loud noises, dust and pollen. Ability to operate a CAD workstation with hand and eye coordination using a mouse and keyboard for inputting data.

16. Supervision received (level and type):

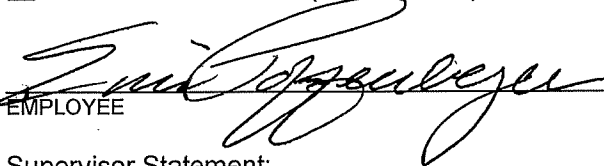
Traffic Engineering Development Specialist

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

5/9/17
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

5/9/17
DATE

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