

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Glen Yoerger, P.E.  
  
Work Phone: 608-261-9177
2. Class Title (i.e. payroll title):  
  
Engineer 4
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:  
  
Christy Bachmann, P.E. - Principal Engineer  
  
Work Phone: 608-266-4095
5. Department, Division & Section:  
  
Department of Public Works, Engineering Division
6. Work Address:  
  
Room 115, CCB
7. Hours/Week: 38.75  
  
Start time: 7:30 AM      End time: 4:00 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

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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 / or project management of complex Street Reconstruction Projects including related supervision. The work includes management and supervision of hired consultants for some projects.

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

- 60% Project Manager for State Funded Major Highway Projects and Arterial Streets within the City of Madison
- Project Manager for University Ave Segments 4 & 5, Lien Rd Underpasses of I-39, North Sherman Ave, Lien Road Roundabout, Sprecher Road (past projects, typical of future assignments).
  - City engineering representative for State Funded major street reconstruction projects.
  - Work with the State, County, other Municipalities and design consultants to assure city design standards are met throughout the design process.
  - Attend public hearings and informational meetings to present project plans and answer questions from the public regarding the project.
  - Meet with Developers, Consultants and Business Owners to coordinate work on Public Works Projects with property owners needs.
- 25% Project Manager for various public works design projects.
- Prepare and/or coordinate the preparation of designs, plans, specifications and cost estimates for a variety of public works projects.
  - Coordinate project components and schedules with other city departments, agencies, and private utilities. Attend public hearings and informational meetings and provide project-related details and information.
  - Stamp plans and review and/or prepare the proposal pages and contract specifications.
  - Coordinate and lead preconstruction meetings with Contractors, utility companies, and City Inspection Staff.
- 10% City Project Manager for Private Development Projects.
- Prepare and/or coordinate the preparation of designs, plans, and cost estimates for City public works infrastructure required by various private development projects.
  - Coordinate project work for improvements in the public right-of-way for private development projects and adjacent Public Works projects.
- 5% Other City Engineering Duties and Functions
- Train lower level engineers and new hires on City Engineering project design procedures, City assessment policies and calculation procedures and City Engineering standards for design and construction of Public Works projects.
  - Certified by Federal Highway Administration and Wisconsin DOT as Safety Inspector for in-Service Bridges. Bridge inspector for City Engineering Division.

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:

Possession of a valid certificate of registration as a Professional Engineer in the State of Wisconsin or ability to obtain such registration within the probation or trial period. Possession of a valid Wisconsin driver's license or the ability to meet the transportation requirements.

15. Physical requirements:

Ability to make field or on-site evaluations to determine existing conditions for design, maintenance, problem solving and construction.

16. Supervision received (level and type):

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

\_\_\_\_\_  
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

\_\_\_\_\_  
DATE

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

