

CITY OF MADISON POSITION DESCRIPTION

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

Phillip Nehmer

Work Phone: 261-9663

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

Engineering Aide 1

3. Working Title (if any):

n/a

4. Name & Class of First-Line Supervisor:

John Leach

Work Phone: 267-8755

5. Department, Division & Section:

Transportation Department, Traffic Engineering Division, Planning Section

6. Work Address:

215 MLK, Jr. Blvd., Suite 100

7. Hours/Week: 38.75

Start time: 7:30 End time: 4:00

8. Date of hire in this position:

June 18, 2007

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

June 2007

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10. Position Summary:

This is skilled technical support and lead work in a professional engineering and public works construction environment. The work involves independently performing a variety of tasks such as those typically performed at the Engineering Aide II level. The work is performed under the general direction of professional staff and typically is reviewed upon completion. Provide direction to staff for data entry into crash database.

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

20%

A. Maintain crash database

1. Pin crashes into map and database and provide quality control with accident data
2. Provide crash reports or studies for engineering staff and the public
3. Create crash reports for publication
4. Coordinate with Wisconsin DOT and Madison Police to obtain accident reports and resolve conflicting data information

5. Provide direction to administrative staff in data entry, resolve data problems, and provide support as needed

15%

- B. City Bicycle Map
 1. Research construction plans for new bike facilities
 2. Contact vendor for requirements and concerns
 3. Manage inventory and distribution of map
 4. Evaluate the map for future improvements
 5. Manage database and produce reports

20%

- C. Condition Diagrams
 1. Field check conditions (conduct asset inventory)
 2. Observe conditions and offer improvements or solutions
 3. Update CAD files with field checks
 4. Develop new methods to improve quality of checks
 5. Output and distribute to various Departments

20%

- D. Street Opening and Occupancy Permits
 1. Evaluate customers' requests versus City policy (Occupancy/Opening)
 2. Meet on-site to offer solutions (Occupancy/Opening)
 3. Interpret construction plans to determine (Opening)
 4. Approve or deny requests, and include special provisions (Occupancy/Opening)
 5. Provide follow-up to complaints or concerns (Occupancy/Opening)

25%

- E. Provide support to Engineering staff
 1. Develop signing and marking plans
 2. Conduct traffic studies as requested
 3. Field locate new traffic devices for installation
 4. Request and evaluate quotes for equipment purchases
 5. Provide support to staff for plotters and scanners, order supplies, and schedule maintenance
 6. Provide direction and leadership in developing the handhole inventory project for Traffic Engineering's Electrical Section

12. Primary knowledge, skills and abilities required:

ability to interpret construction plans, graphic design skills, computer drafting skills, the ability to think and act independently, develop new programs and convey ideas to further the Department's and the City's goals

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

ability to work outdoors in all weather conditions, work within traffic, ability to stand or walk for a duration of time

16. Supervision received (level and type):

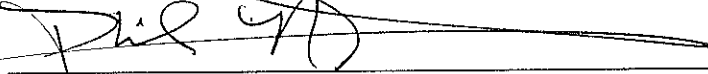
reviewed for overall results, general supervision

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

7-15-09

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

7/15/09

DATE

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