

CITY OF MADISON
POSITION DESCRIPTION

<p>1. Name of Employee (or "vacant"): vacant</p> <p>Work Phone: n/a</p>	<p>5. Department, Division & Section: Transportation/Traffic Engineering/Planning Unit</p>
<p>2. Class Title (i.e. payroll title): Traffic Engineer 1</p>	<p>6. Work Address: 215 Martin Luther King Jr., Blvd Rm. 100</p>
<p>3. Working Title (if any): Traffic Engineer 2</p>	
<p>4. Name & Class of First-Line Supervisor: Daniel McCormick</p> <p>Work Phone: 267-1969</p>	<p>7. Regular daily hours of work: Hours/Week: 38.75</p> <p style="text-align: center;">From: 7:15 am To: 3:45 pm</p>
<p>8. Date of hire in this position: n/a</p>	
<p>9. From approximately what date has employee performed the work currently assigned: n/a</p>	
<p>10. Position Summary:</p> <p>This is intermediate-level, professional traffic engineering work involving responsibility for conducting a wide range of traffic studies, data collection activities and designing projects or components of projects. Work on assigned projects requires the exercise of independent technical and professional judgment and is performed under the supervision of a higher-level professional engineer. Movement to the this level will be from the Engineer 2 classification and will be based on demonstrated performance at the higher level and completion of the required years of experience. Movement to the Traffic Engineer 2 level will be based on increased employee expertise and responsibility, independence of action, experience in and knowledge of City systems and processes associated with the work, and completion of the required years of experience.</p>	
<p>11.</p> <p>Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p> <ul style="list-style-type: none"> 10 Set-up and oversee the planning of traffic studies and the collection of data 5 Analyze data and make recommendations to higher level engineers based on the results of the studies 20 Assist in the development of geometric designs for street improvements 5 Assist in the preparation of plans for the installation or modification of intersection traffic signals or traffic signal systems. 5 Assist in studies of traffic signal operation and traffic signal system effectiveness. 10 Assist in review of transportation planning, zoning, land use and major development studies 25 Prepare engineering plans for traffic control improvements. 5 Prepare preliminary technical reports. 10 Assist in preparing material for and participating in public presentations relative to traffic engineering projects. 5 Perform related work as required. 	

12. Primary knowledge, skills and abilities required:

Knowledge of fundamental traffic engineering principles and practices. Working knowledge of civil engineering survey, design, and construction practices as applied to the construction of transportation and traffic control facilities. Working knowledge of the operation of traffic signal controllers and traffic signal networks. Knowledge of statistics and math necessary to analyze traffic data. Familiarity with computer assisted design processes and techniques. Ability to compile, consolidate, and analyze data. Ability to independently develop traffic engineering design projects. Ability to coordinate the work of lower level personnel. Ability to perform surveying and drafting work. Ability to prepare technical reports and speak at public meetings. Ability to maintain adequate attendance.

13. Special tools and equipment required:

CAD System knowledge

14. Required licenses and/or registration:

Possession of a valid Certificate of Engineer in Training.

15. Physical requirements:

Ability to sit and stand for long periods. Ability to perform field inspections.

16. Supervision received (level and type):

Limited supervision required from section head and 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's Signature

05/02/2011

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's Signature

5-2-11

Date

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