

CITY OF MADISON POSITION DESCRIPTION

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

Phillip Nehmer

Work Phone: 266-4767

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

Traffic Operations Supervisor

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lynn Christoph, Traffic Operations Manager

Work Phone: 266-4767

5. Department, Division & Section:

Transportation Department/Traffic Engineering Division/Sign & Pavement Marking Section

6. Work Address:

1120 Sayle St

7. Hours/Week: 40.0

Start time: 7:45 am End time: 4:15 pm

8. Date of hire in this position:

07/07/2013

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

01/01/2014

-
10. Position Summary:

This is responsible technical and supervisory work for the Traffic Engineering Sign & Pavement Marking Section. This position acts as assistant to the Traffic Operations Manager. Work involves directing and supervising Sign & Pavement Marking staff; prioritizing and monitoring of work projects; coordinating projects with other City departments, outside agencies, contractors, consultants, and vendors. The position represents Traffic Engineering Field Operations in a variety of meetings and responds to citizen complaints. Work is performed with a high degree of independence under the general supervision of the Traffic Operations Manager.

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

55% A. Direct and supervise daily operations.

1. Prioritize, assign, schedule, oversee training, and review daily work of employees.
2. Assign scheduled and unscheduled overtime. Monitor for union contract compliance.

3. Coordinate hiring process for permanent staff. Oversee interviews and make hiring recommendations.
 4. Coordinate hiring process for hourly/seasonal employees. Hire, evaluate and/or terminate employees.
 5. Evaluate job performance; counsel and provide formal evaluations as needed.
 6. Provide staff training for computer applications being utilized by the department.
 7. Assist and/or conduct investigations regarding workplace concerns.
 8. Receive and review grievances. Make recommendations to Traffic Operations Manager.
 9. Review, develop, and implement safety procedures.
- 10% B. Provide administrative services.
1. Review, monitor, and approve payroll related records: time sheets; time off requests; workers comp; and family medical applications.
 2. Review and process accident and incident reports.
 3. Monitor and report on the progress of projects to the Traffic Operations Manager
 4. Receive, review, monitor, and process work orders.
 5. Review and/or compile project material lists and authorize for billing.
 6. Maintain records for inventory control and order processing.
 7. Maintain Digger's Hotline records.
 8. Estimate materials and labor costs for ongoing maintenance and projects.
 9. Assist in the development of budget recommendations for Capital and Operating Budgets.
 10. Coordinate guardrail repair/replacement.
 11. Oversee random drug testing.
 12. Receive, review, and respond to public complaints regarding signing and marking. Investigate and take necessary action to correct problem.
- 20% C. Provide technical services.
1. Oversee and assist with the annual sign and pavement marking inventory.
 2. Coordinate activities with Traffic Engineers as needed.
 3. Attend preconstruction meetings. Coordinate construction projects with City Engineering to expedite work.
 4. Provide inspection services for both in-house and contracted sign and pavement marking projects.
 5. Participate in the research and design of new equipment and materials.
 6. Assist other City agencies with signing and pavement marking services.
 7. Develop and implement computerized programs to monitor on-going maintenance needs.
 8. Serve as liaison to material & supply manufacturers and technical & sales representatives.
- 15% D. Assistant to the Traffic Operations Manager
1. Provide support to the City Traffic Engineer & Parking Manager, Assistant City Traffic Engineer, Traffic Operations Manager, Traffic Engineering staff engineers and engineering consultants for signing and marking projects as needed.
 2. Act as contact for Traffic Engineering facility in absence of Traffic Operations Manager.
 3. Attend disciplinary hearings, grievances, and arbitrations.
 4. Serve as primary contact for supervisory issues for after hour emergencies.
 5. Perform related work as necessary.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles, practices, and administrative considerations applicable to Traffic Engineering operational activities. Working knowledge of supervisory practices, policies, and procedures. Working knowledge of the safety hazards of the work and methods of promoting employee safety. Working knowledge of, and the ability to use and train staff on various computer applications, including spreadsheets, word processing, databases, GIS software, and other programs utilized by the department. Ability to effectively prioritize, plan, assign, and direct the work of a sizable number of employees engaged in skilled and semi-skilled diverse work activities. Ability to hire, train, supervise, evaluate, and discipline assigned staff. Ability to develop, implement, and maintain computerized programs for

CITY OF MADISON Supervisory Analysis Form

This form is to be completed for all supervisory positions and is to become a permanent attachment to the current Position Description for the position. This information will be used to document the nature and extent of the “supervisory” duties assigned and to determine how that will affect the classification of the position.

A “supervisor” is generally defined as an employee who has authority and uses independent judgment to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such actions to a higher level authority. A “supervisor” is also usually the first level of resolution of employee grievances. An employee does not need to have authority in each area and does not need to exercise that authority on a regular basis to be considered a supervisor.

General Information:

1. Employee Name (or “Vacant”): Vacant
2. Position Class Title and CG/Range: Traffic Operations Supervisor 18/08
3. Name, Class, and CG/Range of Supervisor: Lynn Christoph, Traffic Operations Manager 18/15
4. Department/Division/Unit/Section: Transportation/Traffic Engineering/Sign & Pavement Marking Section
5. Please list those positions directly supervised:

Class Title	# of Employee	Status (e.g., Permanent/Hourly)	Compensation Group/Range
Traffic Operations Leadworker	2	Permanent	16/15
Sign Painter	2	Permanent	16/13
Maintenance Painter	2.7	Permanent	16/13
Traffic Control Maintenance Worker	5.7	Permanent	16/10
Tech Aide 3 (Paint Crew Leadworker)	1	Hourly	16/00
Crosswalk Painter	10	Hourly	16/00
Laborer	6	Hourly	16/00

Please attach organizational chart.

monitoring annual maintenance. Ability to lead and participate in related administrative activities. Ability to read, interpret, and implement maps and plans in hard copy and electronic formats. Ability to assist in developing and administering budgets. Ability to exercise judgment, initiative, and discretion in meeting assigned objectives. Ability to maintain records and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Computers, telephones, and radios.

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

15. Physical requirements:

This position requires a high percentage of work outdoors in all types of weather. The incumbent will be expected to physically visit jobsites and must be able to repeatedly get in and out of a vehicle, climb ladders, and/or work from a vehicle at various heights, and be able to physically inspect the work at the jobsite. Requires the ability to sit for prolonged periods of time at a computer.

16. Supervision received (level and type):

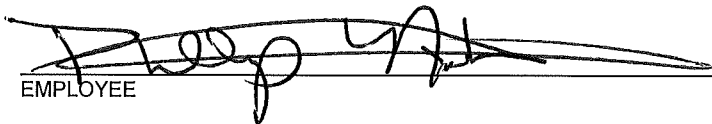
General. Reports directly to the Traffic Operations Manager, City Traffic Engineer & Parking Manager, Assistant City Traffic Engineer, and senior staff engineers.

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:

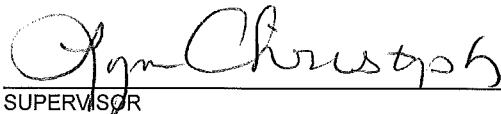
I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).


EMPLOYEE

4-21-14
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

4/21/14
DATE

6. NATURE OF SUPERVISION. Please indicate the level of responsibility and authority assigned. If authority does not extend to all those listed in #5, specify exceptions. "Full Responsibility" suggests that the employee performs supervisory activities with a high degree of independence (subject only to administrative review). "Effectively Recommend" means that while a higher level supervisor/manager retains final authority on the matter, the recommendation of the incumbent in this position is generally followed.

Hire/Promote: Full Responsibility Effectively Recommend None

Review and input of Traffic Operations Manager

Transfer: Full Responsibility Effectively Recommend None

Assign: Full Responsibility Effectively Recommend None

Layoff/Recall: Full Responsibility Effectively Recommend None

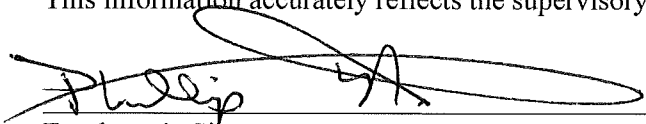
Discipline/Discharge: Full Responsibility Effectively Recommend None

Shared with Traffic Operations Manager

Grievance Handling: Full Responsibility Effectively Recommend None

Shared with Traffic Operations Manager

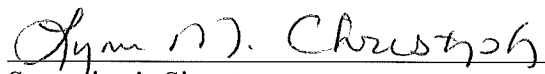
This information accurately reflects the supervisory responsibilities assigned to this position.



Employee's Signature

4/21/14

Date



Supervisor's Signature

4/21/14

Date