

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Steven Sonntag, P.E.  
  
Work Phone: 608-267-1997
2. Class Title (i.e. payroll title):  
  
Engineer 4
3. Working Title (if any):  
  
NA
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: 7:00 AM      End time: 3:30 PM
8. Date of hire in this position:  
  
NA
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 manages specific individual projects as assigned and manages the City Engineering Division Programs for: 1) Pavement Management; 2) Pavement Maintenance; 3) Railroad Crossings and Railroad Quiet Zones; 4) City of Madison Bridge Program.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Pavement Management Engineer for the City of Madison
1. Rate all the city streets, alleys and bike paths biennially. (Half of the aldermanic districts each year)
  2. Maintain a pavement rating database for the City and submit to the State DOT as required for Wisconsin Information System for Local Roads (WISLR).
  3. Determine and create 5 year plans for the street resurfacing, reconstruction, concrete pavement replacement and pavement maintenance programs.
  4. Calculate the yearly budget for resurfacing, reconstruction and pavement maintenance programs for the capital budget.
  5. Investigate/recommend how to best remedy pavement quality issues.
  6. Monitor new technologies and implement as necessary.
  7. Lead coordination of the resurfacing program with other City agencies and assist in the preparation of plans and specifications for the pavement contracts.
  8. Work with the Streets department to repair and patch streets as needed.
- 20% B. Project Manager for the Pavement Maintenance Programs (Chip Sealing and Crack Sealing)
1. Determine which streets, on a yearly basis, should be programmed for chip sealing and crack sealing.
  2. Review technology changes and improvements to assure we are continuing to use the most cost effective means of preventative maintenance.
  3. Prepare the plans, specifications and cost estimates for both the chip sealing and crack sealing programs.
  4. Coordinate the pavement maintenance programs with Traffic Engineering's pavement marking program.
  5. Responsible for the inspection and contract compliance of the program.
  6. Review and approve contract payments.
  6. Review and approve warranty of contracts.
- 10% C. Project Manager for Railroad Quiet Zones, Railroad crossing ratings and improvements
1. Established the proposed quiet zone priority map based on existing RR crossing protection, condition and ratings.
  2. Determine the estimated cost to implement quiet zones in the City for the capital budget.
  3. Coordinate meetings with the Federal Railroad, operating railroad, WISDOT, signal maintenance engineer and City Staff to determine what improvements are needed to implement quiet zones in accordance with Federal regulations.
  4. Prepare contracts and submit all federally required applications to implement quiet zones.
  5. Responsible for the inspection, review and approval of contract payments.
- 5% D. Project Manager for City and State Bridges in the City of Madison
1. Structurally inspect and rate all City and State Bridges within the City, biennially.
  2. Maintain a city database for city bridges and update the state database with our biennial Structural bridge inspections.
  3. Apply to the State to receive State funds for local bridge reconstruction and rehabilitation projects.
  4. City Engineering representative on State funded bridge projects.
  5. Work with the state and the design consultant to assure city design standards are met throughout the design process.

6. Attend public hearings and informational meetings and answer questions from the public regarding the project.
- 5% E. Project Manager for State Funded highway projects (STH113 and STH51—current examples)
1. City engineering representative for State Funded street reconstruction projects of STH 113 and STH 51
  2. Work with the State and the design consultant to assure city design standards are met throughout the design process.
  3. Attend public hearings and informational meetings and answer questions from the public regarding the project.
- 30% E. Project Engineer for various public works design projects
1. Prepare and/or coordinate the preparation of designs, plans, specifications and cost estimates for a variety of projects.
  2. Coordinate project components and schedules with other city departments, agencies, and private utilities.
  3. Attend public hearings and informational meetings and provide project-related details and information.
  3. Stamp plans and review and/or prepare the proposal pages and specifications.
  4. Coordinate preconstruction meetings and construction schedules.

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. To manage the bridge program, Wisconsin DOT certification for Bridge Safety Inspection is required.

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.