

## CITY OF MADISON POSITION DESCRIPTION

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

James Rollo

Work Phone: 266-4817

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

Civil Tech 2

3. Working Title (if any):

GIS Tech

4. Name & Class of First-Line Supervisor:

Eric Halvorson

Work Phone: 266-6527

- 5-. Department, Division & Section:

Transportation, Traffic Engineering

6. Work Address:

215 Martin Luther King Jr Blvd  
Suite 109

7. Hours/Week: 38.75

Start time: 8:00 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

3/13/2023

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

3/13/2023

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10. Position Summary:

This is basic technical support work performed in a professional engineering and public works mapping and construction environment. The work involves performing field and office tasks such as computer drafting of maps, drawings and layouts, updates to the City's computerized record maps such as traffic signs, signals, condition diagrams and crash maps, including updates to the associated database tables, assisting in construction inspection and documentation, making field measurements, and performing other related tasks. The work is performed under the direct supervision of higher-level technical or professional staff and is reviewed in progress and upon completion. Perform more complex and/or comprehensive technical support functions. Provide leadership and guidance to others in the division.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 75% A. Updating the City's computerized land base map, assessor, address, traffic assets, sanitary and storm maps and records
    1. Update and maintain the City's computerized traffic assets and records
    2. Update and maintain the City's computerized condition diagrams
    3. Update and maintain the City's computerized crash maps and records
    4. Research relevant documents, such as federal highway standards, highway right of way plans, plat maps, certified surveys and other legal documents
    5. Participate/lead technical discussions/meetings to improve division spatial records
    6. Other tasks as assigned
  - 15% B. Provide mapping and graphic products for City Traffic staff, other governmental agencies and the general public
    1. Print maps of Traffic assets from CAD or GIS programs
    2. Create poster board prints for public meetings
    3. Other tasks as assigned
  - 5% C. Assist in providing technical support and training to City Traffic staff relating to CAD hardware/software and GIS mapping hardware/software
    1. Assist users with Arc products
    2. Assist users with AutoCAD
    3. Other tasks as assigned
  - 5% D. Perform field related duties as necessary in support of mapping and record conversion duties and other related work as assigned
    1. Inventory existing signs for construction projects
    2. Conduct various traffic studies, such as sight distance studies, traffic count studies, etc.
    3. Conduct ground truthing field checks as necessary
    4. Other tasks as assigned

12. Primary knowledge, skills and abilities required:

Knowledge of the methods and techniques for digital mapping and database management. Knowledge of the methods and techniques for inspecting public works construction projects. Knowledge of drafting techniques, materials and tools, including basic familiarity with computer assisted drafting (CAD). Knowledge of standard engineering and surveying nomenclature and mathematics, including geometry and trigonometry. Ability to read detailed maps, plans and specifications. Ability to follow instructions and established procedures. Ability to establish and maintain effective working relationships with internal staff and with persons in other agencies, contractors and the public. Ability to perform fieldwork including observations, measurements, data collections, survey crew work, and construction inspection activities. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Major mapping and GIS systems including plotters, printers, scanners, etc. will be provided

14. Required licenses and/or registration:

Possession of or the ability to obtain a valid Wisconsin driver's license

15. Physical requirements:

The ability to stand for long periods of time, access and walk around an active construction site, withstand adverse weather extremes (cold, hot, rain, or sun), tolerate loud noises, dust and pollen. Ability to operate a CAD workstation with hand and eye coordination using a mouse and keyboard for inputting data.

16. Supervision received (level and type):  
Traffic Engineering Development Specialist

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

5/14/2024  
\_\_\_\_\_  
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).

*Eric Halvorson*  
\_\_\_\_\_  
SUPERVISOR

5/15/24  
\_\_\_\_\_  
DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting [cityofmadison.com/employeeenet/policies-procedures/position-descriptions](http://cityofmadison.com/employeeenet/policies-procedures/position-descriptions).