

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Thomas Mohr
Work Phone: 267-8725
2. Class Title (i.e. payroll title):
Traffic Engineer 2 (Underfilled as Engineer 2)
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Mark Winter-Operations and Safety Section Head
Work Phone: 266-6543
5. Department, Division & Section:
Department of Transportation, Division of Traffic Engineering, Operations and Safety Section
6. Work Address:
215 Martin Luther King Jr. Blvd, Room 100
7. Hours/Week: 38.75
Start time: 7:30 End time: 4:00 pm
8. Date of hire in this position:
5/19/2008
9. From approximately what date has employee performed the work currently assigned:
December-2012
10. Position Summary:

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.
11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
5%
 - A. **Traffic Signals**
 1. Traffic signal timing (individual intersections). Assist in studies and changes in traffic signal operations and traffic signal system effectiveness
 2. Traffic signal coordination (system of intersections).

- Assist in studies and changes of traffic signal system effectiveness, particularly in areas of signal progression.
- Determine traffic signal coordination and progression timing to produce optimum traffic movement.
- Develop working knowledge and application of operation of traffic signal controllers and traffic signal networks.
- Determine and collect data required for various types of projects, set up and oversee the planning of traffic studies and the collection of data; analyze data and make recommendations to higher level engineers based on the results of the studies.
- Monitor daily traffic patterns via closed circuit camera systems and make adjustments to signal systems as necessary.
- Make adjustments as necessary for special events or work related to permits

20%

B. Street Permits

1. Oversee technical staff and review Street Use Permits, Street Occupancy Permits, Excavation Permits, Parade Permits, and other Special Permits.
 - Represent division on the street use committee.
 - Review and respond on the spot or in a timely manner.
 - Conduct field investigations and sight visits to review conditions and compliance.
 - Coordinate project components and schedules with other Traffic engineering sections and departments and agencies.
 - Coordinate special event plans and day of operations for the division.

5%

C. Traffic Safety Studies

1. Perform and assist in performing various smaller traffic engineering and traffic control studies related to signs, markings, stop signs, parking signs, City truck route system, speed limit, neighborhood traffic and vision clearance problems.
2. Receive and review questions, complaints and problems from all sources. Investigate problems, conduct or oversee the conduct of detailed field and record studies to determine the actual nature and severity of problems.
3. Review and recommend potential options or solutions using adopted policies and City, State and Federal standards.
4. Perform and assist in the performance of traffic safety studies and improvement projects.
5. Collect, coordinate and organize safety related data for streets, intersections, pedestrians, bicycles and other transportation elements.
6. Utilize Microstation and other software programs, such as Excel, to prepare maps and data reports.
7. Review and recommend potential countermeasures and options/solutions using adopted policies and City, State and Federal Standards and current research.

20%

D. Traffic Signing and Marking

1. Prepare and assist in preparing studies and changes of signing and marking elements of streets, intersections, parking corridors, and major projects.
2. Design signing and marking needed for streets constructed during the year.
3. Develop a plan using City, State and Federal standards and prepare final drawings or have them prepared by support staff.
4. Review work as it is performed to determine if it additional signing or marking is needed.
5. Conduct and coordinate the installation, inspection and monitoring of project signing and marking plans and specifications and schedule.
6. Meet with Traffic Engineering Field Services offices to develop work schedule and installation. Provide field and plan layout and staking as required.

- 20% **E. Major Projects**
 1. Prepare, coordinate and participate in the preparation of designs, plans and specifications for a wide variety of Public Works and Private projects with consultants and other departments and agencies.
 2. Attend meetings and assist in representing the Traffic Engineering Division.
 3. Coordinate project components and schedules with other Traffic Engineering Sections and other departments and agencies.

- 10% **F. Traffic Control and construction staging plans.**
 1. Prepare and assist in preparing traffic control and construction staging plans.
 2. Determine and assist in determining proper traffic control for street and right-of-way use during maintenance and construction activity.
 3. Coordinate and draft plans and specifications.
 4. Estimate cost, fees and provide a responses in a timely manner.
 5. Maintain effective and positive work relationships with other Traffic Engineering Sections and other departments and agencies.

- 10% **G. Private Development**
 1. Coordinate, negotiate and draft designs, contracts and specifications for the construction of public improvements by private contractors or private subdivisions or private projects.
 2. Set up and attend meetings between developers and City Engineering staff to establish construction phases and schedules for the proposed developments.
 3. Estimate costs, fees and securities required.
 4. Maintain and update Traffic Engineering components of the City's subdivision contracts.

- 5% **H. Traffic Calming**
 1. Assist in the administration and duties and responsibilities of the City's traffic calming programs related to neighborhood traffic management programs and arterial and pedestrian enhancement programs.
 2. Assist in project initiation and annual priority list activities.
 3. Assist in neighborhood meetings and project development and ballot activities.
 4. Assist in plan and specification preparation and constructed related activities.
 5. Assist in performing and coordinating construction, installation, inspection, and evaluation functions.

- 5% **I. School Traffic Safety Committee**
 1. Serve as the agencies representative on the committee and provide technical engineering knowledge to the committee
 2. Develop signage and marking, to provide safe and efficient pickup and drop-off zones near schools within the City of Madison
 3. Develop signage and marking to provide safe and efficient school walk routes to and from schools within the City of Madison.

12. Primary knowledge, skills and abilities required:

- A. Knowledge of standard civil engineering and/or traffic engineering nomenclature; mathematics; and fundamental principles, practices and techniques.
- B. Knowledge of drafting, surveying and engineering design practices and techniques. Ability to use various computer applications including word processing, spreadsheets, database, Power Point, and computer-aided design (CAD).
- C. Ability to draft plans and specifications using CAD processes and techniques. Working knowledge of computer terminology, usage, and engineering applications. Working knowledge of the policies; practices; procedures and governing laws, ordinances, and/or regulations pertaining to the department/division and specific area of engineering.
- D. Knowledge of applicable engineering, planning and development activities, principles, theories and practices. Thorough knowledge of the procedural aspects of the City's transportation engineering, planning and development processes. Ability to

independently respond to, plan and carry out engineering, planning and development projects and implement engineering and planning initiatives. Ability to plan, coordinate and carry out on-going program(s) or areas of responsibility.

- E. Ability to interpret and explain engineering plans, specifications, and other technical documents and projects to subordinate staff, other agencies, and the public.
- F. Ability to perform and coordinate the performance of technical work including drafting and the assembly, recording, compilation, tabulation and analysis of data. Knowledge of project management techniques, practices and principles. Ability to maintain accurate records.
- G. Ability to maintain good working relationships with staff, members of other agencies, and the general public. Ability to communicate effectively, both orally and in writing.
- H. Ability to follow oral and written instructions. Ability to dispense technical information quickly, accurately and in a tactful and courteous manner over the telephone, in writing, and in person to members of the general public.
- I. Ability to perform engineering design work and to review the work of others. Ability to assist in design, administration and supervision of public works projects involving traffic control devices. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Computers, telephone, calculator.

14. Required licenses and/or registration:

Valid Driver's License.

15. Physical requirements:

- Ability to meet the transportation requirements of the position.
- Ability to make measurements in the field. Ability to sit for prolonged periods of time and perform CAD work at computer terminal.

16. Supervision received (level and type):

General supervision from the Head of the Operations and Safety Section.

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

1/28/14

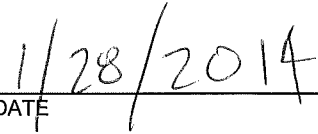
DATE

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



DATE

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