

CITY OF MADISON POSITION DESCRIPTION

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

Chuck Yang

Work Phone: 266-4761

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

Engineering Aide 3

3. Working Title (if any):

n/a

4. Name & Class of First-Line Supervisor:

Dan McCormick

Work Phone: 267-1969

5. Department, Division & Section:

Transportation Department, Traffic Engineering Division, Planning Section

6. Work Address:

215 MLK, Jr. Blvd., Suite 100

7. Hours/Week: 38.75

Start time: 7:30 End time: 4:00

8. Date of hire in this position:

January 7, 2007

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

Varies—1-3 years.

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10. Position Summary:

This is responsible program coordination, project, and specialized field work in a professional engineering environment. The work involves direct responsibility for specialized programs, projects, and activities relating to the support of engineering staff and projects. Positions at this level perform technical and quasi-professional functions such as conducting field surveys and evaluations, preparing plans and specifications, and coordinated activities. Under the limited supervision of a professional engineer or manager, positions at this level function independently in area(s) of responsibility. The work may involve leading or supervising other staff on a temporary or permanent basis.

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

45% A. Pavement Marking Program

1. Under limited supervision of Traffic Engineer 3 and Assistant City Traffic Engineer, administer, oversee and coordinate the citywide epoxy marking program. This

includes the semi-permanent pavement marking program (included street, bike lane and pedestrian cross-walk markings).

2. Evaluate existing markings to determine needs remarking of using semi-permanent marking and other markings.
3. Determine a project and budget schedule for the year and coordinate with the Engineer Division, Traffic Engineering staff and TE-shop.
4. Design the pavement marking layout; prepare necessary resolutions, contracts and specifications; prepare plans and present project to the BWP and CC; meet with contractor to develop work schedule.
5. Coordinate the development of street epoxy marking plans. Design the marking needed for streets to be constructed and maintenance during the year. Develop a plan using City, State and Federal standards and prepare drawings. Review work as it is performed and determines if additional marking is needed.
6. Conduct or coordinate final inspection of the contractors' epoxy pavement and marking works in the city. These include coordinating and assisting contractors on both in house questions and in the field layout. Assist contractors when needed by phone or in person. Work outside of the City's normal working hours and make decision and determine the best appropriate way for installation and/or marking.
7. Coordinate pavement & markings billings; verify and make changes if needed; approval final quantities and create LPO; submit to Administrator for making payments.

15% B. Citywide Traffic Count Program

1. Under limited supervision of TE Development Specialist and Assistant City Traffic Engineer, administer and oversee the annual citywide machine traffic count program.
2. Plan and coordinate regular counts with TE staff and Field TE Shop personnel.
3. Plan and coordinate special counts such as speed and classification counts.
4. Coordinate the preparation of the annual traffic flow map and annual traffic volume Report
5. Maintain a count database including historical data and graphs.

5% C. Condition Diagrams

1. Field check existing conditions
2. Observe conditions and offer improvements or solutions to engineers
3. Update CAD files with checked data
4. Output and distribute to various City Departments

5% D. Street Opening and Occupancy Permits

1. Assist the City in the development of new permitting system
2. Evaluate permit applications for feasibility and make decisions based on City policies and judgment.
3. Attend meetings, either on-site or in office, to discuss position and concerns of Traffic Engineering
4. Develop and/or review traffic control plans, in accordance to City and State of WI guidelines. Review setup for compliance and safety to the public
5. Provide follow-up to complaints or concerns, or direct to appropriate City Departments

10% E. Provide Support to Engineering Staff

1. Develop signing and marking plans
2. Conduct traffic studies
3. Field locate new devices for installation
4. Organize and prepare signings and traffic control plans for street resurfacing and/or street reconstruction; coordinate with TE-Shop crews, TE-Staff and Engineering Division.
5. Survey street improvements, field observations, traffic studies and counts, take field notes, interpret plans, inspect, prepare layouts and modify changes. Measure existing field conditions and scale existing structures and/or topography to be used in

maps, plans, reports, and other materials. Update and computer inventory system records.

6. Produce requests, location maps, layouts, and assist engineering staff in design new and existing reconfiguration and coordinate street geometry for new pavement and markings and signings. Calculate grades from vertical street alignments. Research and provide information to other city agencies, contractors and to the public.

5% F. Parking Lot, Site Plan Review and Driveway Permits

1. Under supervision of the TE Development Specialist and Assistant City Traffic Engineer, assist with administering the parking lot and access program.
2. Conduct and coordinate the review of site plans and commercial driveway access and parking lots.

5% G. Neighborhood Traffic Management Program

1. Under supervision of the related Traffic Engineers and Assistant City Traffic Engineer, assist with administering the City's Traffic Calming Program.
2. Conduct and coordinate traffic studies, data collection and tabulations for projects related to the program.
3. Conduct and coordinate field layout of the traffic calming projects with assistance and direction of a traffic engineer.

5% H. Field Operations, TE Shop, Traffic Control Liaison and Support

1. Assist and perform various independent field /shop activities for various engineers and various projects.
2. Conduct and coordinate field work and traffic control operations related to variable message boards for reconstruction projects, special events, Ride the Drive, Rhythm and Booms.
3. Fill-in for Traffic Engineers and meet and coordinate with TE Shop as needed.

5% I. Special Projects and Studies and Other Duties as Required

1. Assist in preparing special transportation engineering, planning and development studies and projects, under the direction of a Traffic Engineer.
2. Prepare and/or assist in preparing special designs, layouts, graphics and maps.
3. Prepare and/or assist in preparing special assessments, property maps, related spreadsheets, maps and documents.
4. Handle general telephone and e-mail contacts and public inquiries; receive and review questions, complaints, and problems from all sources; investigate problems, conduct or oversee the conducting of detailed field and records studies to determine the actual nature and severity of the problem(s).

12. Primary knowledge, skills and abilities required:

Ability to interpret construction plans, graphic design skills, computer drafting skills, the ability to think and act independently, make decisions and provide support for those decisions, develop new programs and offer improvements to Department and City policies. Enrolled in City provided Supervisory Academy to provide guidance and understanding in the supervisor process, which will assist in working with both shop and administrative personnel.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to work outdoors in all conditions, work with traffic, ability to stand or walk for a duration of time

16. Supervision received (level and type):

General supervision, reviewed for overall results.

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.