

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Eric Poffenberger
Work Phone: 261-9663
 2. Class Title (i.e. payroll title):
Program Specialist 1
 3. Working Title (if any):
CADD Manager
 4. Name & Class of First-Line Supervisor:
Eric Halvorson
Comp Mapping / GIS Coordinator
Work Phone: 266-6527
 5. Department, Division & Section:
Traffic Engineering
 6. Work Address:
215 Martin Luther King Blvd. Suite 109
 7. Hours/Week: 38.75/week
Start time: 8:00 am End time: 4:30 pm
 8. Date of hire in this position:
 9. From approximately what date has employee performed the work currently assigned:
Spring 2015
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10. Position Summary:

This is a 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 with an emphasis on, but not limit to, Traffic Engineering asset management work. Positions at this level perform technical and quasi-professional functions such as maintenance and development of asset inventories, preparing plans and specifications, and coordinated activities. Under the limited supervision of a professional engineer, manager or TE Development Specialist, positions at this level function independently in area(s) of responsibility. The work may involve leading or supervision other staff on a temporary or permanent basis.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. **CADD Software Manager**
1. Install, maintain, improve software function
 2. Monitor industry standards and recommend/implement new CADD best practices and procedures
 3. Create and maintain TE work environment, supplemental files, libraries, part catalogs, ect
 4. Staff training, resolve staff software questions and inquiries
 5. Create Workflows, tools, base maps, templates, ect
 6. Ensure seamless transitions between TE CADD and GIS environments
 7. Administration of MicroStation network. Adding/removing users, administering appropriate licensing/permissions, version updating.
- 25% B. **Manage the City Count Program**
1. Coordinate Software/Hardware integration/upgrades with State Databases and State Staff
 2. Manage day to day review Field and Technical Staff for accuracy
 3. Purchase count program software, hardware, technology to improve count program needs
 4. Monitor industry trends/best practices, review emerging software for viability with existing count practices and procedures
 5. Ensure internal and external sources have access to accurate up to date count data
 6. Maintain and publish the Annual Volume Report
 7. Coordinate Turn Movement, Video, Parking, Travel, Delay, Screenline, Multimode traffic studies needed by engineers with staff.
 8. Coordinate Special and Signal Priority Counts with Shop Field Crew and Staff
 9. Train Shop Field Staff with Count Protocols and Workflows
 10. Extract and process Monthly Counts from Centract and counters
 11. Process, QC, and Submit all counts to State/City of Madison Database
 12. Administration of Jackalope network. Adding/removing users, administering appropriate licensing/permissions, version updating.
- 15% C. **FME Workbench Computer Programing and Automated Data Manipulation**
1. Create script workspaces to convert data to different formats as needed
 2. Create scripts to update and maintain current assets for CityWorks and Mapping
 3. Create scripts to improve and integrate multiple datasets
 4. Update and run script workspaces as needed (daily, weekly, monthly, and yearly)
- 15% D. **Oversee Plan Design Workflows/Standards**
1. Coordinate best practices/standards agency wide
 2. Monitor/Review all Operations plans prior to issuance – ensure all plans comply with TE design standards and practices.
 3. Identify and resolve workflow and production issues with design staff and section heads
- 10% E. **Oversee Pavement Marking Inventories**
1. Create Workflows and Standards to ensure accurate asset inventories
 2. Coordinate with City Engineers on new and completed projects and plans to update asset inventory
 3. Provide base map files to Engineers for new projects upon request
 4. Update master files with new, updated, or changes from plans, files, or other relevant information
 5. Provide assistance on design plans for Construction Projects, Chipseal, and Epoxy Program
- 5% F. **Maintain and improve the Traffic Engineering Computer Mapping/GIS Records**
1. Recommend, develop and implement improvements to asset model
 2. Update and maintain Traffic Engineering electronic assets and records in both GIS and CADD environments.

3. Update and maintain a variety of Traffic Engineering electronic maps and records.
4. Develop and maintain workflows to assist in the dissemination and accuracy of Traffic Engineering data
5. Print maps of Traffic Engineering assets from CAD of GIS programs.
6. Create poster board prints for public meetings.
7. Print Traffic Engineering Asset maps for public as requested.
8. Other tasks as assigned.

- <5% I. **Technical office Software/Hardware Upgrade and Maintenance**
1. Maintain service agreements and hardware for Mapping Plotter
 2. Work with IT for software upgrades
 3. Manage Computer replacements with IT and Staff

- <5% J. **Assist in providing technical support and training to Traffic Engineering staff relating to hardware/software and GIS mapping hardware/software**
1. Assist users with Arc products.
 2. Assist users with MicroStation.
 3. Train users on all new programs/workflows developed by the Traffic Support section.
 4. Other tasks as assigned.

- <5% K. **Perform field related duties as necessary in support of Data Mapping Section**
1. Inventory existing signs for construction projects.
 2. Perform Site Distance Studies.
 3. Collect field data as requested.
 4. Other tasks as assigned.

12. Primary knowledge, skills and abilities required:

Working 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) and Geographic Information System (GIS) software. Knowledge of standard engineering nomenclature and mathematics including geometry and trigonometry. Knowledge of surveying techniques and equipment. Ability to make neat and legible technical drawings. Ability to perform mathematical computations quickly and accurately. 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 field work including observations, measurements, data collection, 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, Asset recorders, etc. will be provided.

14. Required licenses and/or registration:

Possession of or the ability to obtain a valid Wisconsin drivers 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).

Eric Poffenberger

EMPLOYEE

2/28/24

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

2/28/24

DATE

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