

## CITY OF MADISON POSITION DESCRIPTION

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

Phillip Nehmer

Work Phone: 261-9663

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

Engineering Aide 2

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:

December 2009

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

Varies—1-3 years.

- 
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.)

20%    A.    Crash Program, Crash Database, and Crash Reports

1. Under limited supervision of Traffic Engineer 3 and Assistant City Traffic Engineer, organize and coordinate the TE Crash Program, including various databases and reports.
  2. Provide system architecture for overall program, data and multiple reports.
  3. Conduct or oversee the entry of crashes into map and database and provide quality control with accident data
  4. Provide yearly crash reports or studies for Engineering staff and the public
  5. Determine locations of high crash rates and share results with engineers, make suggestions to resolve (2.5 years)
  6. Coordinate with outside agencies to obtain additional reports and resolve conflicting data information
  7. Provide training and support to administrative staff in assisting with data entry, along with general supervision (1 year)
- 10% B. City Bicycle Facilities and Bike Map
1. Under limited supervision of Assistant City Traffic and Ped-Bike Coordinator organize and coordinate various bike facilities, bike data, and bike map information.
  2. Research and collect TE and City construction projects to identify new bike facilities
  2. Coordinate all aspects of map printing (2 years)
  3. Manage distribution of maps and evaluate requests
  4. Incorporate public and internal feedback to improve the map (1 year)
  5. Coordinate replacement of bike signs in field, from printing to installation (1 year)
- 10% C. Condition Diagrams
1. Field check existing conditions
  2. Observe conditions and offer improvements or solutions to engineers (3 years)
  3. Update CAD files with checked data
  4. Output and distribute to various City Departments
- 20% D. Street Opening and Occupancy Permits
1. Assist the City in the development of new permitting system (1 year)
  2. Evaluate permit applications for feasibility and make decisions based on City policies and judgment (4 years)
  3. Attend meetings, either on-site or in office, to discuss position and concerns of Traffic Engineering (2 years)
  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 (3 years)
  5. Provide follow-up to complaints or concerns, or direct to appropriate City Departments
- 15% E. Provide Support to Engineering Staff
1. Develop signing and marking plans (2 years)
  2. Conduct traffic studies
  3. Field locate new devices for installation
  4. Coordinate with City Departments to provide use of TE sign boards, and program messages (1 year)
  5. Represent the Department in construction meetings, state the position of the Department, and make decisions based on facts and opinions (2 years)
  6. Assist and develop new CAD Standards for Department, in coordination with the City's decision to upgrade the CAD drafting software. Coordinate all Department training (1 year)
- 10% 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.