

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Eric Halvorson
Work Phone: 266-6527
2. Class Title (i.e. payroll title):
Traffic Engineering Development Specialist
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Yang Tao, Assistant City Traffic Engineer
Work Phone: 266-4815
5. Department, Division & Section:
City Traffic Engineering Division
Assistant City Traffic Engineer Section
(Also includes Planning & Design Section)
6. Work Address:
215 Martin Luther King, Jr. Blvd., MMB Room 100
7. Hours/Week: 38.75
Start time: 7:30 AM End time: 4:00 PM
8. Date of hire in this position:
2012
9. From approximately what date has employee performed the work currently assigned:
03/19/15

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10. Position Summary:

GENERAL DUTIES AND RESPONSIBILITIES

This is professional, supervisory and administrative work responsible for the coordination of Traffic Engineering's (TE) Computerized Maintenance Management System (CMMS) and Geographic Information System (GIS). The work involves developing and administering policies, standards, procedures and guidelines relating to access and utilization of TE's CMMS and GIS. The work involves management and direct supervision of the Traffic Engineering Asset Management, Mapping and Planning Support Group, and coordinating the Division's Plan Commission and development related activities. The work involves independent development and application of planning and engineering methods and the production of development and planning projects, traffic engineering designs and programs for assigned projects and studies. The work involves supervising subordinates and coordinating staff at all levels; leading the GIS integration project; supervising and providing technical assistance; and coordinating activities with other City departments, governmental agencies and private agencies. The work is

performed under the limited supervision of the Assistant City Traffic Engineer and involves the exercise of considerable independent judgment and product development.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 20% **A. Oversee and manage the development, implementation, and maintenance of the Traffic Engineering Computerized Maintenance Management System (CMMS).**
 - 1. Coordinate, develop, and maintain assets (signing, pavement marking, street lighting, traffic signals, fiber optic, etc.) and other functions required by the Asset Management/Work Order System.
 - 2. Identify and (aid) development of service requests, work orders, preventive maintenance items, and asset inspections.

 - 20% **B. Oversee and manage the development and maintenance of Traffic Engineering Computer Mapping/GIS Database**
 - 1. Coordinate, plan and direct the development and maintenance of the TE GIS records.
 - 2. Plan and implement short and long term goals/plans related to Computer Mapping/GIS.
 - 3. Oversee selection of hardware and software as it pertains to Computer Mapping/GIS.
 - 4. Maintain technical expertise in area of Computer Mapping/GIS.
 - 5. Mentor and train staff in new technologies.

 - 20% **C. Supervise and coordinate Traffic Engineering Asset Management, Mapping and Planning Support Group**
 - 1. Develop, coordinate and prioritize work.
 - 2. Mentor cross-functional junior staff.
 - 3. Establish Traffic Engineering GIS and CMMS mission and goals.
 - 4. Receive, review and respond to questions, complaints and problems from all sources.
 - 5. Assign, monitor and evaluate work. Investigate and/or assign investigation of problems and if necessary develop and process formal orders to modify problem areas. Make technical recommendations to the City Traffic Engineer.
 - 6. Manage and Supervise Development of new programs to increase efficiency and streamline agency operations as they relate to Databases, Microstation, GIS, and general records
 - 7. Evaluate performance of staff and take corrective measures when necessary. Handle formal and informal grievance as necessary.

 - 15% **D. Planning and Development Review and Coordination, including Plan Commission Activities**
 - 1. Act as primary staff to and coordinate the Division's Plan Commission and development-related activities, including Division's parking lot and driveway access program. Act as Division's representative therein.
 - 2. Draft departmental comments, recommendations, and/or position statements on major planning and development proposals before the City Plan Commission, the Common Council, other City boards and commissions, other units of government and other development-related bodies.
 - 3. Coordinate the review of all Plan Commission-review plans, including preliminary plans for proposed commercial and residential developments, rezonings, and subdivisions sent from the Department of Planning and Development.
 - 4. Organize and compile all comments for the plan commission through the use of City software..
 - 5. Meet as required with other City staff, developers, applicants, attorneys, consultants, elected officials to review and resolve issues associated with development proposals. Set up and attend meetings between applicants/developers, consultants, elected officials, property owners and other agencies/stakeholders.

6. Provide secondary staff support to the City Plan Commission, Urban Design Commission, Zoning Board of Appeals, and other policy advisory bodies on matters related to certain levels of transportation engineering, planning and development work. Provide secondary staff support in the area of transportation engineering, planning and development to other City boards and commissions as needed.
7. Receive, review and respond to questions, complaints and problems from all sources. Investigate problems and if necessary develop and process formal orders to modify problem areas.
8. Maintain record system for projects reviewed by Traffic Engineering Division. Maintain record and filing system for approved plans, permits and comments.
9. Attend training as required to remain proficient and current.
10. Review development process, procedures and outcomes on periodic basis and recommend system, policy, standards and/or procedural changes to make improvements and/or resolve issues and problems.
11. Provide business assistance / services with Planning, City Engineering, Zoning, Fire and businesses, attorney and other officials and customers.
12. Design: Prepare and assist in the development of Division transportation plans and neighborhood plans with Planning Dept and neighborhoods, geometric design for street and transportation improvements. Coordinate project components with other Traffic Engineering Sections and other departments and agencies.
13. Private Development Projects: Assist in the coordination, negotiation and drafting of designs, contracts and specifications for the construction of public improvements by private contractors or private subdivisions or private projects. Set up and attend meetings between developers and City Engineering staff to establish construction phases and schedules for the proposed developments. Estimate costs, fees and securities required. Maintain and update Traffic Engineering components of the City's subdivision contracts.
14. Transportation Planning, Zoning and Land Use Studies: Assist in the review of transportation planning, zoning and land use and major development studies. Coordinate planning and project components and schedules with other Traffic Engineering Sections and other departments and agencies, including the Planning Department.

5% E. Oversee Parking Lot, Site Plans, and Driveway Access Program

1. Administer parking lot and driveway access program for the Traffic Engineering Division consistent with engineering standards and as enumerated in the Madison General Ordinances. Act as Division's representative therein.
2. Administer and manage the City's commercial access control and driveway permit program. Conduct and coordinate the review and approval of all commercial driveway access permits for the City.
3. Conduct and coordinate the review of commercial driveway access and parking lots for all related construction plans, for compliance with adopted polices and ordinances. Assist with design and staking for field construction as needed.
4. Conduct and coordinate the review of permits and approvals from any municipality unit having jurisdiction, including the State, County and town governments.
5. Act as City's parking lot design and access control expert. Prepare and/or assist in preparing alternative design layouts. Assist applicants/developers, consultants, elected officials, property owners and other City staff as needed.
6. Receive, review and respond to questions, complaints and problems from all sources. Investigate problems and if necessary develop and process formal orders to modify problem areas.
7. Maintain record system for projects reviewed by Traffic Engineering Division. Maintain record and filing system for approved plans, permits and comments.
8. Attend training as required to remain proficient and current.
9. Review parking lot and driveway access program on periodic basis and recommend system, policy, standards and/or procedural changes to make improvements and/or resolve issues and problems.
10. Provide business assistance / services with Planning, City Engineering, Zoning, Fire and businesses, attorney and other officials and customers.

5% F. Highway Noise Program

1. Conduct and coordinate noise abatement review and analysis related to Highway Noise Land Use Provisions of the ordinance. This includes specialized computer modeling and plan review; certification of computer model, plans and buildings for noise levels.
2. Maintain and operated specialized computer software model, including specifications and requirements for modeling, studies, and reports.
3. Review, comment and certify project computer models, plans, and buildings for noise levels.
4. Draft and organize all comments and draft appropriate letters on projects, stating corrections and conditions required for approval.
5. Meet as required with other City staff, engineers, developers, applicants, attorneys, consultants, elected officials to review and resolve issues associated with development proposals. Coordinate results and represent the Division at meetings between applicants/developers, consultants, elected officials, property owners and other agencies/stakeholders.
6. Maintain record system for projects reviewed and approved.
7. Act as City's highway noise review expert.
8. Attend training as required to remain proficient and current.
9. Receive, review and respond to questions, complaints and problems from all sources. Investigate problems and if necessary develop and process formal orders to modify problem areas. Make technical recommendations based on findings to the City Traffic Engineer.

10% G. Traffic Operations and Safety (Signing, Marking and Permits)

1. Street Permits: Oversee and support staff in determining recommendations and establishing policy for the division. Review City street permits related to street occupancy permits, excavation permits and other special permits. Review and respond on the spot or in a timely manner. Conduct field investigations to review conditions and compliance. Coordinate project components and schedules with other Traffic Engineering sections and departments and agencies.
2. Sketch level Traffic Studies: 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. 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. Apply City ordinance and engineering standards. Review and recommend solutions using adopted policies and City, State and Federal standards.
3. Traffic Safety Studies: Perform and assist in the performance of traffic safety studies and improvement projects. Collect, coordinate and organize safety related data for streets, intersections, pedestrians, bicycles and other transportation elements. Utilize CAD/GIS to prepare maps and data reports. Review and recommend potential countermeasures and options/solutions using adopted policies and City, State and Federal Standards and current research.
4. Traffic Signing and Marking: Prepare and assist in preparing studies and changes of signing and marking elements of streets, intersections, parking corridors, and major projects. Design signing and marking needed for streets constructed during the year. Develop a plan using City, State and Federal standards and prepare final drawings or have them prepared by support staff. Review work as it is performed to determine if it additional signing or marking is needed. Conduct and coordinate the installation, inspection and monitoring of project signing and marking plans and specifications and schedule. Meet with Traffic Engineering Field Services offices to develop work schedule and installation. Provide field and plan layout and staking as required.
5. Major Projects: 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. Attend meetings and assist in representing the Traffic Engineering Division. Coordinate project components and schedules with other Traffic Engineering Sections and other departments and agencies.

6. Traffic Control and Construction Staging Plans; Prepare and assist in preparing traffic control and construction staging plans. Determine and assist in determining proper traffic control for street and right-of-way use during maintenance and construction activity. Coordinate and draft plans and specifications. Estimate cost, fees and provide a responses in a timely manner. Maintain effective and positive work relationships with other Traffic Engineering Sections and other departments and agencies.

5% H. **Special Projects and Studies and Other Duties as required**

1. Prepare and/or assist in preparing special transportation engineering, planning and development studies and projects.
2. Conduct and/or coordinate the completion of technical research and special studies and projects needed to carry out other responsibilities or as requested by other professional staff. Make assignments, research historical and current data files from all pertinent sources, and arrange data collection via assignment of resources as necessary. Compile and analyze resultant information and prepare reports and recommendations or contribute to the work being done by other professional staff.
3. Assist with planning, scheduling, conducting work sessions and public meetings as necessary to accomplish the Division's transportation engineering, planning and development program objectives. Present information about project components or results to City boards, committees, commissions and other public bodies and private groups.
4. Prepare and/or assist in preparing special designs, layouts, graphics and maps.
5. Conduct and assist in investigations and engineering planning and analysis for neighborhood, corridor, and intersection planning and engineering studies.
6. Recommend system, policy, standards and/or procedural changes to make improvements and/or resolve issues and problems. Communicate with affected and/or interested parties to explain the process and the results. Assist in developing design standards, guidelines and ordinances and policies as needed to implement Citywide transportation engineering, planning and development activities.
7. Handle general telephone, e-mail contacts, public inquiries; receive and review questions, complaints, and problems from all sources; investigate problems, conduct or oversee the conducting of detailed field studies and Traffic Engineering Records studies to determine the actual nature and severity of the problem(s).
8. Assist in preparing correspondence related to duties in response to Mayor, Alderpersons, citizens or others.
9. Perform related work as required and as directed by the City Traffic Engineer and Assistant City Traffic Engineer.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the application of computerized mapping and drafting systems, equipment, and software. Thorough knowledge of GIS and computer mapping, computer programming and SQL, relational database management, and computer network operations. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Knowledge and experience of applicable planning, land use, development and transportation engineering and planning activities, principles, theories and practices. Thorough knowledge of and multiple years experience with the procedural aspects of the City's transportation engineering, planning and development processes. Demonstrated ability to independently respond to, plan and carry out engineering, planning and development projects and implement engineering and planning initiatives. Knowledge of standard civil engineering and/or traffic engineering nomenclature, mathematics, and fundamental principles, practices and techniques. 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). 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. Ability to plan, coordinate and carry out ongoing program(s) or areas of responsibility. Ability to interpret and explain engineering plans, specifications, and other technical documents and projects to subordinate staff, other agencies, and the public. 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. 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. 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. 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 supervise and review the work of lower level professional, paraprofessional and technical staff to carry out multiple program objectives. Ability to develop new techniques and approaches relative to the area of specialization and to provide professional leadership. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Computers, telephone, calculator, engineering and architect scales.

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 Assistant City Traffic Engineer and City Traffic Engineer.

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).

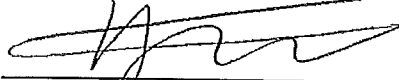
EMPLOYEE

DATE

2/24/17

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

2/24/17

DATE

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