

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highways
4. Civil Service Position Code Description Transportation Engineer-A	10. Division Metro Region
5. Working Title (What the agency calls the position) Transportation Operations Engineer	11. Section Macomb TSC-Operations
6. Name and Position Code Description of Direct Supervisor SINGER, SCOTT; ENGINEER MANAGER LICENSED-3	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor BUCKNER, DREW L; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 26170 21 Mile Rd. Chesterfield, MI 48051 / 7:00AM-4:00PM
14. General Summary of Function/Purpose of Position Recognized resource for traffic operations engineering in the Transportation Service Center (TSC). The goal of this position is the reduction of congestion in the TSC by minimizing traffic impacts due to work zones and incidents as well as improving the efficiency of traffic signal operations and effectiveness. The Traffic Operations Engineer is to maintain alignment within the Region and with other TSC's, Lansing, and the Federal Highway Administration (FHWA). This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT services and products.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Recognized resource for managing and overseeing work zone program areas and coordinate projects impacting mobility. Administer projects and program areas in entirety within the agency as a technical resource.

Individual tasks related to the duty:

- Coordinate with Region Traffic & Safety on implementation of the Towards Zero Deaths (TZD) strategy, and associated projects and efforts.
- Lead TSC efforts to comply with Work Zone Safety and Mobility Policy.
- Write and or review Transportation Management Plan (TMP), Maintenance of Traffic (MOT), & Temporary Traffic Control Plans.
- Ensure TMP's are submitted on time and appropriate reviews are conducted.
- Review permits applications for TMP/MOT acceptability.
- Review MDOT's five year plan and make recommendations to coordinate closures for upcoming projects.

Duty 2

General Summary:

Percentage: 30

Recognized resource serving as technical expert providing guidance, quality control review and direction.

Individual tasks related to the duty:

- Represent TSC at SEMTOC construction coordination meetings and coordinate all closures (permits, utilities, maintenance, construction, etc.) for the TSC.
- Coordinate closures with other TSC's, local governments, permits, utilities, SEMTOC, etc.
- Responsible for ensuring work zone mobility timing runs are conducted, logged, and reviewed as appropriate for the TSC.
- Perform Quality Control (QC) monitoring of active work zones for TSC, recommend improvements, and coordinate with Region Quality Assurance (QA) Technician.
- Ensure TSC alignment with application of proper traffic safety standards for all traffic control devices.
- Review & submit timely Traffic Flow Restriction (TFR) postings for the TSC.
- Lead post construction analysis for safety improvement results for the TSC.

Duty 3

General Summary:

Percentage: 20

Lead efforts at the TSC to optimize traffic operations. Coordinate efforts at the TSC and with the region for identifying and understanding needs and implementing and evaluating solutions. Gather and analyze data and prepare reports. Responsible for reviewing, preparing, analyzing, interpreting, and completing reports for accuracy and take appropriate actions.

Individual tasks related to the duty:

- Assist Region to identify congestion issues and administer a bottleneck mitigation plan for the TSC.
- Propose, develop, and submit candidates for the CMAQ Program.
- Participate in efforts to improve traffic incident management.
- Work to identify, evaluate, prevent, and reduce non-recurring incidents.
- Consider freight technology and multi-modal in decision making.
- Work with Region staff to determine user delay costs for the TSC.
- Participate in coordination of planned special events.
- Work to improve signal optimization throughout TSC area.
- Coordinate with Region to ensure signal device inventory updates are made in SAFESTAT.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned, which may include, but are not limited to:

Individual tasks related to the duty:

- Coordinate with Traffic & Safety consultants.
- Possess working knowledge of various modeling programs.
- Respond to citizens/local governments complaints.
- Participate as a member of various committees.
- Initiate/attend meetings with citizens, local and state police, local agencies, task force groups, special interest groups, etc.
- Model various traffic scenarios and using global information system software including Synchro, Freeval, VISSIM.
- Map data using ArcGIS.
- Serve as back up to the Macomb TSC Traffic Safety Engineer and be familiar with activities ongoing in the Macomb TSC Traffic Safety area and be aware of the TSC efforts for traffic safety optimization.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Prioritizing responsibilities in order to meet multiple deadlines. Determine when input is needed from local agencies, TSC's, or specialty resource areas. Answering computer questions and engineering methods. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

17. Describe the types of decisions that require the supervisor's review.

When there is a need for interpretation of Department guidelines, policies or procedures. When existing policy is unclear. When a decision may be required from the executive level; personnel matters; assistance in mitigating controversies; revision of a program schedule.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Moving in and around an office setting, including sitting at a computer for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including climbing up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to traffic, including moving in and out of traffic.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Recognized resource for traffic safety operations engineering, and work zone safety and mobility. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT services and products. Successful and continuing customer contact is a requirement for this position.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The TSC manages the transportation system and providing customer service to the public, business agencies, and municipalities within the TSC area. This includes issuing permits, administering maintenance activities, resolving complex traffic and safety issues, developing and maintaining traffic plans, designing road and bridge projects, coordinating construction projects, and evaluating road and bridge facilities within the TSC area. This position will support the TSC in all matters regarding Traffic Operations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor of science degree in engineering.

EXPERIENCE:

Transportation Engineer 12

Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer P11.

Alternate Education and Experience

Transportation Engineer 9 - 12

Possession of a registered professional engineer license as required by the State of Michigan may be substituted for 6 months of experience at the Transportation Engineer 9-12 levels. This substitution may only be used once for any employee for qualification of appointment or early reclassification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to:
 - organize and set priorities for work assignments
 - assign and explain them to subordinates.
 - communicate effectively.
 - serve as an expert witness.
 - maintain records, prepare reports and correspondence related to work.
 - promote and maintain favorable public relations.
- Knowledge of:
 - MDOT management systems, processes and procedures.
 - engineering principles.
 - scientific principles related to transportation.
 - mathematics used in engineering work.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

STACI ERICKSON

2/2/2024

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date