

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ENGLMGR3B91N

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 ENGINEER MANAGER LICENSED-3	10. Division Operations
5. Working Title (What the agency calls the position) Region Traffic, Safety and Operations Engineer	11. Section North Reion
6. Name and Position Code Description of Direct Supervisor WAHL, WILLIAM E; ENGINEER MANAGER LICENSED-4	12. Unit Region Office
7. Name and Position Code Description of Second Level Supervisor THAYER, SCOTT D; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 1088 M-32 East, Gaylord, MI 49735 or another location within the region as approved by supervisor / Mon - Fri; 7:00 am to 3:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as a first-line professional manager of professional positions in a complex work area coordinating and administering regional business processes related to highway operations, including traffic safety, system operations, Intelligent Transportation Systems (ITS), work zone safety and mobility, ancillary structures, and future mobility and electrification. Maintain alignment within the region and with other Transportation Service Centers (TSCs), regions, Lansing, and the Federal Highway Administration (FHWA).

This position requires meeting tight deadlines, addressing customer concerns, resolving complex issues to ensure successful process, project, and program implementation, managing budgets, and ensuring the continued delivery of Michigan Department of Transportation (MDOT) services. Responsibilities include optimizing regional efforts for traffic safety, mobility, work zone safety, and reliability, as well as leading the Region Traffic and Safety Business Team.

This position also acts as a supervisor, ensuring the technical and professional development of employees and fostering their commitment to customer service.

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: 25

Lead and coordinate the region's efforts in traffic and safety. Update and maintain the region's Toward Zero Deaths (TZD) Plan and ensure implementation of the plan across the region. Ensure alignment with policies and guidelines at the region and statewide levels.

Individual tasks related to the duty:

- Manage the Region Safety Program, including maintaining all safety templates within the annual call for projects.
- Oversee the annual High Crash List reviews performed by the Transportation Service Centers (TSCs) by providing guidance, reviewing reports, and ensuring adherence to regional and statewide practices.
- Participate in Road Safety Audits (RSAs) outside the region. Lead mini-RSAs within the region and ensure RSAs are scheduled for projects requiring them per statewide guidance. Ensure regional alignment in the installation, removal, and/or modification of traffic control devices, including but not limited to signs, pavement markings, signals, and temporary traffic control devices.
- Perform varying levels of crash analysis, from site-specific studies to region-wide assessments.
- Provide expertise to traffic safety stakeholders, including proposing improvements to reduce crashes.
- Review project plans at various milestones to ensure compliance with regional and statewide policies and guidelines and to address traffic and safety issues.
- Represent the region on various committees related to traffic safety, including the Traffic Safety Statewide Alignment Team (TSSAT).
- Lead the Region Traffic and Safety Business Team.

Duty 2

General Summary:

Percentage: 20

Lead and coordinate the region's efforts in system operations. Actively seek opportunities to reduce user delay associated with congestion, incidents, and winter weather. Improve roadway safety and operations through the use of ITS and optimized traffic signal operations. Ensure alignment with region and statewide policies and procedures.

Individual tasks related to the duty:

- Coordinate the annual call for projects for Operations, ITS Capital and Traffic Signal Modernization templates.
- Actively identify locations that experience recurring delay and work with TSC, Region and Lansing staff to develop mitigation plans.
- Act as the Region ITS liaison. Develop and manage the region's ITS strategies, including utilization of Road Weather Information Systems (RWIS). Participate in ITS conference calls and attend conferences. Act as the Project Manager for ITS capital projects within the region.
- Assist in the review of the traffic operations plans associated with complex permits to ensure consistency throughout the region.
- Lead and coordinate region efforts related to Commercial Vehicle Enforcement, including project identification and call for projects submittals.
- Participate in region efforts related to Traffic Incident Management.
- In conjunction with the Region Assistant Operations Engineer and region electricians, maintain and monitor inventories of electrical devices. Review traffic signal operations and recommend changes to improve overall system reliability.

Duty 3

General Summary:

Percentage: 20

Lead the region's efforts for work zone safety and mobility. Ensure work zone delays are kept within reasonable levels and ensure safety of work zones for both motorists and workers. Ensure alignment with region and statewide policies and guidance.

Individual tasks related to the duty:

- Ensure maintaining traffic special provisions are aligned within the region and with statewide guidance.
- Assist in the development of complex maintenance of traffic plans for road and bridge projects.
- Assist in the development of, and review, Transportation Management Plans (TMP) both inside and outside of the region.
- Participate on the statewide Work Zone Safety and Mobility Team and communicate status of statewide initiatives within the region.
- In conjunction with the Region Operations Technician, conduct work zone reviews on active construction and maintenance projects, and recommend improvements and address deficiencies.
- Oversee the collection of work zone travel time measurements. Monitor delays associated with work zones.
- Review maintenance of traffic plans for complex permits for compliance with region policies and to improve work zone consistency throughout the region.

Duty 4**General Summary:****Percentage: 15**

Lead region efforts related to Ancillary Structures. Coordinate region activities related to future mobility and vehicle electrification.

Individual tasks related to the duty:

- Serve as the Region Ancillary Structures champion and represent the region on associated teams.
- Coordinate required activities related to Ancillary Structure RFAs and work recommendations.
- Represent the region on statewide and national committees related to future mobility and vehicle electrification efforts.
- Develop region strategies for fleet electrification and identify facility improvements needed to support the future fleet.

Duty 5**General Summary:****Percentage: 15**

Perform the necessary functions and responsibilities of a supervisor.

Individual tasks related to the duty:

- Monitor the work of staff and provide leadership in the development and implementation of quality assurance and improvement standards.
- Establish performance expectations for staff. Ensure the effective use of the performance management system throughout the area, complete performance ratings, counsel employees, conduct disciplinary conferences and participate in employee grievances.
- Oversee the area's operating budget and monitor expenditures to ensure compliance as appropriate.
- Work with other region managers in the development and implementation of the technical workforce development plan for the region.
- Delegate work assignments and coordinate the workload within the unit.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Mentor staff and facilitate knowledge management within the unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.
- Handle unit employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).

Duty 6**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Serve on technical committees.
- Give presentations to internal and external customers.
- Serve as an expert witness.
- Assist TSC and region staff in handling issues related to speed limits.
- Other duties as assigned.

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

This position requires working independently to provide recommendations to regional and TSC staff regarding traffic safety and operations. These decisions directly impact the safety and mobility of the motoring public.

Interpret MDOT policies and guidelines related to traffic, safety, and operations. Make decisions based on engineering principles and practices in alignment with MDOT, FHWA, Michigan Occupational Safety and Health Administration (MIOSHA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.

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

When existing policy is unclear, or when changes or variances from existing MDOT policy, guidelines, or procedures are needed. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversial matters, or revisions of specification or contractual matters. Decisions required for assigning staff to meet multiple priority deadlines.

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.

Work involves moving within an office setting, including extended periods of computer work. Responsibilities also include traveling to projects and offices statewide. Tasks may require traversing uneven terrain, including climbing roadway slopes, and transporting materials weighing up to 25 pounds. Duties may involve working in close proximity to traffic, moving in and out of active traffic areas, climbing under bridges, and wading in water as necessary. Position may require availability outside normal working hours based on operational needs.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
TAPIA MORALES, CONSTANZA	TRANSPORTATION ENGINEER-E 9	WERTH, OWEN D	ELECTRICIAN MASTER LICENS-D-A 11
SHIELDS, JAMES	ELECTRICIAN MASTER LICENS-D-E E10	LUNNING, TANNER	ELECTRICIAN MASTER LICENS-D-E E10
TAPIA MORALES, CONSTANZA	TRANSPORTATION ENGINEER-E 9	VACANT	TRANSPORTATION AIDE-E
LAJKO, MARY C	TRANSPORTATION TECHNICIAN-A 11		

Additional Subordinates

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

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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?

This position functions as a first-line professional manager of professional positions in a complex work area coordinating and administering regional business processes related to highway operations, including traffic safety, system operations, Intelligent Transportation Systems (ITS), work zone safety and mobility, ancillary structures, and future mobility and electrification. Maintain alignment within the region and with other Transportation Service Centers (TSCs), regions, Lansing, and the Federal Highway Administration (FHWA).

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

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

The function of the work area is managing and coordinating region efforts in the area of highway 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:

Engineer Manager-Licensed 14

Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11; two years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; or, one year equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of :

- MDOT management systems, processes, and procedures
- ITS principals
- Engineering principals
- Scientific principles related to transportation
- Mathematics used in engineering work

Ability to:

- Organize and set priorities for work assignments
- Communicate effectively
- Serve as an expert witness
- Maintain records
- Prepare reports and correspondence related to ongoing work
- Promote and maintain favorable public relations

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of a registered Professional Engineer license as required by the State of Michigan.

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.

JENNIFER HADDON

Appointing Authority

1/31/2025

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