State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. TRAENGEA61R

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 Operations
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-E	**10. Division** Bay Region
5. Working Title (What the agency calls the position) TSC Staff Engineer	**11. Section** Mt. Pleasant TSC
6. Name and Position Code Description of Direct Supervisor ATKINSON, BRIAN E; ENGINEER MANAGER LICENSED-3	**12. Unit** Operations
7. Name and Position Code Description of Second Level Supervisor HOFWEBER, JACK M; ENGINEER MANAGER LICENSED-4	**13. Work Location (City and Address)/Hours of Work** 1212 Corporate Drive, Mt. Pleasant, MI / M-Th, 6:30 a.m.-5:00 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This is a multi-disciplinary position that functions as a general staff engineer. Performs or participates in a variety of professional engineering responsibilities involving the Transportation Service Center (TSC) and Region functions of design, construction, maintenance, traffic and safety, soils, and materials control and testing of transportation facilities. Assists with project scoping and estimating for maintenance and construction work, scoping and preparing projects for the call-for-projects (CFP) process, design plan preparation, utility coordination, and assists the TSC team in technical work.

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: 55**

Design and prepare preliminary and final plans for state roadways and miscellaneous trunkline facilities. Assist with scoping and preparing cost estimates for future projects.

Individual tasks related to the duty:

- Prepare preliminary and final design project proposals for Capital Preventive Maintenance, Non-Freeway Resurfacing Program, Transportation Alternative Program, bridge approaches, critical maintenance, and other miscellaneous projects and programs.
- Review potential future projects, scope and prepare cost estimates with quantities for programming, and gather field information following the Statewide scoping process as part of the CFP's and critical maintenance processes.
- Prepare preliminary and final design plans using the Michigan Department of Transportation (MDOT) Computer Aided Design and Drafting (CADD) software including MicroStation and GeoPak.
- Review plans and reports prepared by others for quality assurance with MDOT and engineering design standards.
- Attend plan review and Final Project Coordination (FPC) meetings and incorporate findings into the project proposal.
- Assist with changes and incorporate emerging and new techniques based on sound engineering judgment.
- Participate in pre-letting briefings and pre-construction meetings to explain special design features to
- contractors.
- Participate in post construction reviews to evaluate projects and note suggestions for future projects.
- Assist construction personnel with questions related to design.
- Prepare information and exhibit for public review, hearings, or informational meetings.

Duty 2

General Summary: **Percentage: 25**

Provide engineering support for TSC maintenance staff and assist in contract administration of construction maintenance contracts.

Individual tasks related to the duty:

- Perform field reviews and provide recommendations to maintenance staff for resolving maintenance issues.
- Assist in the identification and prioritization of critical maintenance projects for the Summer Work Plan.
- Conduct project scoping, prepare cost estimates, and provide designs for critical and high priority maintenance projects.
- Design, estimate and assist in administering contracts for emergency work according to MDOT’s Emergency Contracting Procedures.
- Prepare permit applications for maintenance work when necessary.
- Assist in technical office work and in interpreting plans and specifications.
- Perform inspection of maintenance activities as needed.
- Assist with maintenance project closeout.
- Assist with Performance Based Maintenance inspections.
- Perform construction inspection/oversight on maintenance projects to ensure work is being performed in accordance with state plans and specifications.

Duty 3

General Summary: **Percentage: 10**

Utilize traffic engineering standards, guides, principles, techniques, and judgment in the design of highways and traffic control devices, as related to the safe and efficient transportation of people, goods and services.

Individual tasks related to the duty:

- Assist in the preparation and coordination of maintaining traffic plans for all projects.
- Assist in mobility and work zone reviews and determine methods of handling traffic in work zones.
- Prepare correspondence relating to recommended design and/or traffic control.
- Assist TSC Operations Engineer on traffic related issues.
- Develop options/alternatives for elimination of roadside hazards as part of safety upgrading program on state trunk lines.
- Perform field reviews to take measurements; collect traffic volume data, turning movements, delays, work zone reviews, etc.
- Assist in conducting design exception/safety reviews for all projects in the TSC area.

- Assist in conducting 3R/4R reviews for all projects in the TSC area.
- Assist in Transportation Management Plans and Mobility Analysis for all projects in the TSC area.
- Assist in Delay Analysis on all projects in the TSC area.
- Assist in Traffic & Safety CFP and Scoping.
- Review and analyze traffic data and perform calculations.

Duty 4

General Summary: **Percentage: 5**

Assist in the TSC's efforts to optimize system operations by focusing on mobility, reliability, accessibility, and safety. Reduce user delay costs through actions to reduce and eliminate delays caused by incidents and inclement weather. Ensure alignment with region and statewide policies and guidelines.

Individual tasks related to the duty:

- Provide assistance with:
  - Construction, maintenance, and permitted work activities to ensure mobility.
  - Transportation Management Plan (TMP) development and execution.
  - Incident and emergency management efforts.
  - Winter operations efforts.
  - Congestion management and bottlenecks.
  - Traffic Modeling Software.
  - Coordination of mobility for special events and permits.
  - Road Safety Audits (RSA's) as assigned.

Duty 5

General Summary: **Percentage: 5**

Assist with other TSC duties as assigned.

Individual tasks related to the duty:

- Soil sampling, classification, and monitoring of materials used in construction projects.
- Pavement Historical Database documentation and data entry.
- Asset Management collection.
- Coordination and scheduling of Pavement Surface and Evaluation Rating (PASER) activities as required with Region/TSC staff.
- Contract administration.
- Surveys.
- Traffic Counts.
- Receive customer complaints, resolve if possible, and refer to appropriate staff if necessary.
- Attend various meetings with local governmental officials, citizens, or other state agencies as a representative of MDOT.
- Participate in statewide and/or regionwide committees as requested.
- 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.

Interpretation of MDOT plans, specifications, and standards. Where issue is clear and does not involve policy. Whenever possible identify, recommend, and implement improvements in the work methods utilized in this position.

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

Any decision that involves MDOT policy or is unclear. When a decision may be required from the executive level, personal matters, assistance in mitigating controversies, revision to program scope, cost, or schedules. Correspondence to or from elected officials.

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 is primarily performed in an office environment and requires the ability to remain in a stationary position for extended periods of time while operating a computer. Involves work in inclement weather and performing duties where traffic may be hazardous. Traversing steep slopes and uneven terrain. Moving/transporting density gauges, concrete testing equipment, and survey equipment weighing up to 25 pounds. This position requires possession of a valid driver's license and may

require driving long distances, possibly at night. 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.

Additional Subordinates

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

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

This is a multi-disciplinary position that functions as a general staff engineer. Performs or participates in a variety of professional engineering responsibilities involving the Transportation Service Center (TSC) and Region functions of design, construction, maintenance, traffic and safety, soils, and materials control and testing of transportation facilities. Assists with project scoping and estimating for maintenance and construction work, scoping and preparing projects for the call-for-projects (CFP) process, design plan preparation, utility coordination, and assists the TSC team in technical work.

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 TSC covers a five-county area which provides customer service to the public, contract counties, and municipalities. This includes issuing permits, designing road and bridge plans, coordinating construction projects, developing and maintaining traffic, maintenance activities, and evaluating and inspecting bridges and culverts. The position is an active participant in working through local transportation issues.

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.

Possession of a Bachelor of Science degree in civil engineering is preferred.

EXPERIENCE:

Transportation Engineer 9
No specific type or amount is required.

Transportation Engineer 10
One year of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer 9.

Transportation Engineer P11

Two years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

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:

Knowledge of:
- Engineering principles/practices/techniques used to construct, design, and maintain roads and bridges.
- Engineering office practices/procedures.

Skill in:
- Computers and software systems.
- Effectively communicating.

Ability to:
- Make mathematical computations.
- Design engineering projects.
- Use engineering tools including computers and engineering workstations.
- Interpret engineering plans/specifications/technical reports.
- Maintain records and prepare reports.
- Maintain favorable public relations.
- Work as a team member.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must be maintained throughout employment.
- Working toward registration as a Professional Engineer is preferred.

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	2/3/2026
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**