

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

<b>Position Code</b> 1.
----------------------------

## POSITION DESCRIPTION

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations
<b>4. Civil Service Position Code Description</b> Transportation Engineer-E	<b>10. Division</b> Grand Region
<b>5. Working Title (What the agency calls the position)</b> Cadillac TSC Staff Engineer	<b>11. Section</b> Cadillac Transportation Service Center
<b>6. Name and Position Code Description of Direct Supervisor</b> Kirkby, Del- Engineer Licensed Manager - 4	<b>12. Unit</b> Program Services
<b>7. Name and Position Code Description of Second Level Supervisor</b> KIND, ERICK J; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 7915 US-131 Cadillac, MI 496017:30 a.m. - 4:30 p.m. M-F Hours will vary
<b>14. General Summary of Function/Purpose of Position</b> This position supports the Cadillac Transportation Service Center (CTSC) in the areas of design plan preparation for portions of road, bridge, reconstruct project or a resurfacing project, construction administration, Traffic and Safety (T & S), and utility and permit right of way (ROW) review. This position requires frequent collaboration with other Transportation Service Center (TSC) and Region staff, attending project meetings, participating in discussions to resolve issues, prioritizing work activities, and meeting tight deadlines to ensure the successful implementation and operation of Michigan Department of Transportation (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: 50**

Design and prepare plans and analyze contract documents to develop contract proposal for portions of road, bridge, reconstruct project or a resurfacing project. Coordinate with other work groups in the Region, TSC's, and Lansing to complete project tasks such as plan development, setting up milestone review meetings, and engaging with Lansing specialist if needed for geometry, safety, or other unique elements to meet project milestones.

**Individual tasks related to the duty:**

- Prepare cost estimates using AASHTOware Project Preconstruction.
- Prepare preliminary and final design plans utilizing Bentley OpenRoads Designer.
- Research and develop possible solutions to problems addressed during project and seek input and guidance from senior level staff/management in resolving.
- Participate in scoping of future projects, prepare scoping packages, and assist in preparing a five-year plan for the TSC.
- Assist in creating and maintaining traffic plans, including agreed-upon staging and traffic restrictions. Assist with designing detour or alternate routes, preparing temporary and permanent signing and pavement marking plans, and developing quantities.
- Attend and participate in scheduled meetings for assigned projects and revise plan and proposal documents as appropriate.
- Assemble design documents for letting.
- Ensure project programming is up to date and submit change request documents as necessary to keep the database current.
- Prepare project information and exhibits for public review, hearings, or informational meetings.
- Assist construction personnel with questions related to design plans and contractor inquiries for projects advertised for letting and prepare documents for addenda if necessary.
- Participate in post construction reviews to evaluate completed projects and note suggestions for future projects.

**Duty 2**

**General Summary:**

**Percentage: 25**

Assist in the resolution of T & S issues and permit applications within the TSC area. Utilize traffic engineering standards, guides, principles, and techniques to recommend solutions to traffic concerns and questions.

**Individual tasks related to the duty:**

- Help TSC staff identify roadside hazards that could be eliminated as part of safety upgrading program on state trunk lines.
- Assist the T&S Engineer with traffic data reviews and propose enhancements/efficiencies.
- Perform field reviews with construction personnel to determine methods of handling traffic during construction to minimize adverse impacts on traffic.
- Assist on special traffic problems which arise during active projects. Help prepare a recommendation for the T & S Engineer and/or the Operations Manager at the TSC.
- Participate in field reviews and take measurements, collect traffic volume data, turning movements, delays, etc.
- Assist in the review of ROW permit applications for traffic and safety concerns.
- In coordination with CTSC permits staff, utilize standards, guidelines, and engineering judgment to respond to customer requests for usage of MDOT ROW.
- In coordination with CTSC permits staff, utilize engineering knowledge, standards, and guidelines to review and prepare recommendations for the approval/denial of commercial and residential driveway applications as related to drainage, traffic and safety, design, and construction concerns.
- Assist in the coordination of needed utility relocations with utility companies. This could include attending meetings to discuss relocation, reviewing plans of current utilities, and working with TSC staff and utilities on a plan to relocate.

**Duty 3**

**General Summary:**

**Percentage: 15**

In coordination with the Construction Manager, assist in constructability reviews, project coordination, and construction oversight of the CTSC construction program.

**Individual tasks related to the duty:**

- Assist with project construction engineering budget and construction budget oversight for portions of road, bridge, reconstruction, or resurfacing projects. Participate in pre-construction and project progress meetings.

- Assist in reviewing requests from contractors for changes, extras, and adjustments to contracts and formulate response for review by Construction Engineer and/or TSC Manager.
- Assist in the preparation of project documentation, records, and files.
- Facilitate the timeliness of project paperwork. Work as part of the TSC team to gather and coordinate documents and assemble in a timely manner to meet deadlines.
- Work with the TSC construction area to coordinate/clarify work from the development phase. Discuss constructability issues with appropriate Development staff at the TSC and Region levels. Help clarify the intent of the design team for staff in the field.
- Assist construction staff in constructability reviews of plans in the design phase to help identify potential coordination and safety issues. This could include proper worksite access for the contractor's equipment, safety buffers between traffic and the active work zone, or staging sequences within the worksite.

#### Duty 4

##### General Summary:

Percentage: 5

Participate in cross training and employee development.

##### Individual tasks related to the duty:

- Participate in the Employee Development Program for the Grand Region. This involves attending project meetings, trainings, and participating in group activities with other MDOT employees.
- Attend various training classes.
- Perform duties in the areas of construction inspection, survey, maintenance, and T & S as cross training opportunities arise.

#### Duty 5

##### General Summary:

Percentage: 5

Other duties as assigned.

##### Individual tasks related to the duty:

- Gather information and prepare responses, with assistance from other TSC engineers as needed, to respond to customer claims, complaints, and applications per organizational policy for assigned projects.
- Serve on regionwide and statewide teams to improve business processes.
- Attend conferences and trainings as needed to expand knowledge and promote networking and growth.
- Perform 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.

Personal judgment based on prior experience either gained through work and/or school. Collect and analyze facts and information. Decisions that involve the application of standard design/maintenance practice or procedures. These decisions affect the design and construction of a project, project management, and the requirements needed to complete projects on time and within budget. Decisions consistent with MDOT, Federal Highway Administration (FHWA), and American Association of State Highway Transportation Officials (AASHTO) standards and guidelines.

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

- When changes in policy are required.
- Changes in previously approved project scope, cost, or schedules.
- Conflicts in engineering standards, practices, or legal requirements.
- 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.

This position requires field work for site reviews, with exposure to high-speed traffic, the natural elements, and active construction sites. Requires ability to traverse various types of terrain, and to remain in a stationary position for extended periods of time while working on a computer. May require travel to meetings outside the normal working hours, and heavy workloads with specific deadlines. 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):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 supports the CTSC in the areas of design plan preparation for portions of road, bridge, reconstruct project or a resurfacing project, construction administration, T & S, and utility and permit ROW review. This position requires frequent collaboration with other TSC and Region staff, attending project meetings, participating in discussions to resolve issues, prioritizing work activities, and meeting tight deadlines to ensure the successful implementation and operation of MDOT services and products.

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?

This position works under the direction of the TSC manager, Operations manager, and Construction manager to assist with the TSC's business processes consisting of project management, design, operations, maintenance, T & S, permits, and construction.

This position supports the CTSC Operations area. This area is responsible for all customer internal and external contact and communication in the areas of Maintenance, Program Project Design, Utilities Coordination, ROW Permits, T & S, and Construction.

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 9**

No specific type or amount 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:

- the requirements of the design, construction, or maintenance of highway pavements
- engineering office practices and procedures

Ability to:

- work in an efficient and organized manner
- utilize team building, facilitation, leadership, and communication skills
- read, interpret, and prepare engineering plans
- use computer programs used in road design
- organize, evaluate, and present information effectively
- develop commitment to meeting customer service needs

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

N/A

*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.

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

\_\_\_\_\_  
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