

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

Position Code 1. TRAENGAA70R
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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) Highway Operations
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-A	10. Division Grand Region
5. Working Title (What the agency calls the position) Muskegon TSC Staff Engineer - Construction	11. Section Muskegon TSC
6. Name and Position Code Description of Direct Supervisor FREDRICKSON, MARC P; ENGINEER MANAGER LICENSED-4	12. Unit Administration - Operations
7. Name and Position Code Description of Second Level Supervisor KIND, ERICK J; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2225 Olthoff Dr., Muskegon MI 49444 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary

14. General Summary of Function/Purpose of Position

This position supports the Muskegon Transportation Service Center (MTSC) in the areas of construction administration tasks, utility coordination and relocation, and work zone enforcement. Performs staging plan preparation for portions of road, bridge & maintenance projects, and utility and permit right of way (ROW) review. Position has a focus on Work Zone management which includes staging, Maintenance of Traffic (MOT), Traffic Management Plans (TMP), utility coordination and relocation, and work zone enforcement. 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.

This position requires possession of a valid driver's license to perform field inspections and reviews.

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

Utilize traffic engineering standards, guides, principles, and techniques to recommend solutions to traffic concerns and questions. Develop and review work zone plans, staging plans and MOT contract documents for program and maintenance projects within the TSC area in collaboration with TSC staff. Participate with coordination of signing and pavement marking program and operational needs.

This duty requires possession of a valid driver's license to perform field reviews.

Individual tasks related to the duty:

- Prepare solutions for the resolution of traffic and safety related issues. Perform traffic calculations, and utilize Information Technology (IT) programs to make recommendations regarding traffic flow and operations of projects.
- Full engagement is made with local government agencies, customers, and stakeholders relating to traffic operations. Lead and Coordinate the results of road safety audits.
- Maintain traffic requirements for multi-million-dollar reconstruction projects (e.g., situations where traffic is maintained on temporary roads, construction staging on rehabilitation projects where the total road is completely reconstructed involving more detours and requires more coordination with local government officials or law enforcement agencies, etc.). Use IT systems to perform detailed analysis, interpret data, monitor traffic flow, and operations to the project and effects on the network.
- Perform crash data trend analysis to categorize to determine potential roadway fixes and the year it can be accomplished. Perform analysis to determine the time of return for potential traffic and safety funding.
- Identify roadside hazards that could be eliminated as part of the safety upgrading program on state trunk lines.
- Perform field reviews and develop maintenance of traffic plans that will have the most minimal impact on traffic.
- Resolve issues that arise during active projects.
- Participate in field reviews, take measurements, and collect traffic volume data, including turning movements, delays, etc.
- Develop and review work zone staging and operations plans in collaboration with TSC construction and projects and contracts staff.
- Review of construction work zone safety and mobility reporting annually, in accordance with the MDOT Work Zone Safety and Mobility Manual and individual projects' TMP's in collaboration with TSC and Region operations staff.
- Utilize the Regional Integrated Transportation Information System (RITIS) to review and provide mobility data and reports for projects and MOT planning.
- Review and make final recommendations on project TMP and Road Safety Audit (RSA) process needs and deliverables.
- Serve as a key resource for all areas of the TSC for signing, pavement marking program, and operational needs related to design, layout and planning.
- Review, interpret, and approve complex permits utilizing MDOT standards (e.g., permit with multiple items that need to be reviewed as part of the project (e.g., drainage changes with a jack and bore utility installation, road diet, major street scaping improves with parking changes (completed by a municipality), combination of multiple utility installations (e.g., storm and/or sanitary sewer, new water main)), and major utility improvements that would require complex traffic control and construction phasing. A complex permit would include major development in which traffic impact study, agreements, and other coordination is required.

Duty 2

General Summary:

Percentage: 30

Function as an Assistant Construction Engineer in the administration of construction and consultant contracts by providing expertise, guidance, and oversight of construction projects. Perform and provide quality control review and direction to technicians, contractors and consultant staff.

This duty requires possession of a valid driver's license to perform field reviews.

Individual tasks related to the duty:

- Oversee new Construction and Reconstruction (4R) projects which include drainage, subbase, and/or subgrade work, which involves working under the surface of the road.
- Oversee and troubleshoot local government oversight projects. Provide advice and serve as the liaison to Local Agency Program (LAP) staff in central office.
- Responsible for the engineering analysis, project schedule, and project coordination of highway and bridge projects to resolve field issues. Interpret project plan documents and provide direction on the intent in the field.
- Gather written work orders and changes to contract quantities. Brief the engineer and communicate to contractors, consultants, and MDOT staff work order requirements. Negotiate costs with contractors for extras and overruns on project.

- Oversee a team of engineers and technicians in conducting final project documentation reviews on state and local government construction projects. Based on recommendations and list of concerns provided, make final decisions on resolution of concerns, and make recommendation to manager on approving or denying project files and documentation to close-out the project.
- Arrange for pre-construction meetings with all parties involved on a project by notifying participants that need to be in attendance and disseminating any documents shared for said meeting.
- Coordinate projects with many ongoing jobs involving high impact traffic control issues including coordinating payment to the contractor and construction operations and coordinating outreach with local agencies.
- Coordinate numerous consultants and utility companies with prime contractors.
- Oversee the TSC's warranty projects including field reviews and timely document any deficiencies and update the Department's spreadsheet.

Duty 3

General Summary:

Percentage: 10

Lead all efforts in construction projects related to utility coordination and relocations in the field. Assist the Utility & Permits Engineer in constructability reviews for permit applications within the MTSC area utilizing construction engineering standards, guides, principles, techniques, and judgement.

Individual tasks related to the duty:

- Coordinate utility relocations involving gas, electric, phone, cable, and water system adjustments needed for MDOT construction projects with affected utilities. Review responses from utility companies, determine potential utility conflicts, and coordinate relocation of utilities that are in conflict. Negotiate/approve this information and provide to the project manager for design plans and bid documents. Coordinate the utility relocation schedule to ensure that the construction schedule is not negatively impacted by utility conflicts.
- Provide technical expertise when unplanned utility conflicts are encountered. Make contact with appropriate companies to resolve conflicts in a timely fashion to mitigate delays to the project.
- Review plans and specifications for public safety concerns related to proposed permit work. Ensure work is able to be performed safely and that vehicle and pedestrian traffic is protected.
- Perform field reviews of areas to be affected by permit construction and ensure methods of handling traffic during construction are appropriate to minimize adverse impacts on traffic.

Duty 4

General Summary:

Percentage: 5

Oversee the annual work zone enforcement program for the Muskegon TSC.

Individual tasks related to the duty:

- Manage the work zone enforcement program to provide law enforcement assistance on construction projects.
- Ensure all agreements are executed prior to the beginning of enforcement.
- Track all billing to ensure accuracy and timeliness.
- Provide work zone enforcement updates to project engineers and prime contractors.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Receive, resolve, and respond to customer concerns by making decisions as to the resolution of customer claims, complaints, and applications per organizational policy in the areas of work zone safety. Oversee, guide, and instruct others in the resolution of customer concerns.
- Serve on regionwide and statewide teams to improve business processes.
- Work with the TSC development area to coordinate/clarify work from the development phase.
- 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. Wherever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. In the absence of the Construction Engineer, recommend changes for construction projects. If projects are over budget, arrange a meeting with the Construction Engineer to discuss and come

up with possible solutions. Ensure all decisions are consistent with MDOT, Federal Highway Administration (FHWA), 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 changes in policy are required.
- Significant 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. This position requires possession of a valid driver's license. 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):

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|---|--|
| ☐ 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 supports the Muskegon Transportation Service Center (MTSC) in the areas of construction administration tasks, utility coordination and relocation, and work zone enforcement. Performs staging plan preparation for portions of road, bridge & maintenance projects, and utility and permit right of way (ROW) review. Position has a focus on Work Zone management which includes staging, Maintenance of Traffic (MOT), Transportation Management Plans (TMP), utility coordination and relocation, and work zone enforcement. 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.

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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?

This work area is responsible for providing the transportation services which meet the operational needs in the service centers' geographic area. The service center is responsible for monitoring transportation issues to ensure they conform to federal, state, and local requirements. The engineer in the position must use experience and knowledge to administer the services handled at the TSC.

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:

Knowledge of:

- the requirements of the design, construction, Traffic and Safety, permits and/or maintenance of highway pavements
- engineering office practices and procedures
- Total Quality Methodology principles

Skill in:

- organization
- team building
- facilitation
- leadership
- communication

Ability to:

- interpret and prepare engineering plans, specifications, and technical reports
- use and instruct others in the use of computer programs used in road design
- organize, evaluate, and present information effectively
- negotiate favorable solutions to complex issues
- provide exceptional customer service
- communicate effectively with other employees, contractors, and the general public

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required and must maintain throughout employment in the position.

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

7/2/2026

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