

**State of Michigan  
Civil Service Commission**

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

Position Code<sup>1</sup>.

TRAENGEE13R

## 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.

<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> Bureau of Development
<b>4. Civil Service Position Code Description</b> Transportation Engineer-E	<b>10. Division</b> Design Division
<b>5. Working Title (What the agency calls the position)</b> Transportation Engineer, Road - Standards	<b>11. Section</b> Quality Assurance Section
<b>6. Name and Position Code Description of Direct Supervisor</b> ZOKVIC, VLADIMIR; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Design Standards Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> SHULICK, MARK A; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa Street, Lansing, MI 48933 / M-F 7:30 a.m. - 4:30 p.m. (Hours may vary)

**14. General Summary of Function/Purpose of Position**

This position is responsible for maintaining up-to-date compliant road design practices and policies and providing quality technical and procedural instructions to designers of the Michigan Department of Transportation (MDOT) road network. This position assists in the development of road design standards, manuals, and guides for use in the design of state and federal road projects, and gathers historical guidance in the use, development, and interpretation of these publications.

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: 60**

Responsible in the production and maintenance of the Road Design Manual and Road Design Standards.

**Individual tasks related to the duty:**

- Recommend and prepare revisions to the statewide specialist including national specifications, changes to MDOT policies and grammatical updates to the Road Design Manual and Road Design Standards. This could include changes from American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets and AASHTO Roadside Design Guide, American with Disabilities Act (ADA) specs, etc.
- Review suggestions for revisions submitted to Road Design Manual and Road Design Standards by MDOT design personnel, MDOT construction, consultants, MDOT research panels, other agencies, and other subject matter experts and provide input on the suggestions to the statewide specialist.
- Review and make recommendations relevant to AASHTO specification changes in MDOT design procedures.
- Assist in reviews from internal experts and the Federal Highway Administration (FHWA) for approval of revisions to standard plans. Provide recommendations to statewide specialist.
- Participate in the unit review process of creating the monthly announcements of newly revised reference material. Provide updated materials and description of changes for review to statewide specialist. This includes the Road Design Manual, special details, and standard plans.

**Duty 2**

**General Summary:**

**Percentage: 20**

Gather and provide technical information for the development of road design exceptions and road design issues for designers, project managers and internal and external customers.

**Individual tasks related to the duty:**

- Review the submitted design exception form for technical content and completeness, advise statewide specialist.
- Serve as a resource for general questions for the Design Advisory process (e.g., what is a design advisory, what is it used for, what is it not used for, etc.)
- Provide additional resources to the road standards specialist on the Road Design Manual and Road Design Standards, providing background and history of its development (e.g., reasons for updates per AASHTO, other national standards and specifications, and MDOT policies.)
- Explain typical and conventional road design details (e.g., why one manhole cover is used versus another, how does placement of an underdrain help drain water from this roadway, etc.) to contractors, consultants, and MDOT personnel.
- Assist with maintaining road design standards and manual historical files.
- Provide documented background information for research projects as they relate to MDOT Road Design practices.
- Ensure compliance with AASHTO (e.g., A Policy on Geometric Design of Highways and Streets and Roadside Design Guide) and other national standards and specifications by reviewing various publications.
- Recommend and prepare detailed distribution correspondence to the statewide specialist, for internal and external customers, of special details to become standard plans.
- Propose improvements to guides and policies that are under consideration for revisions (e.g., checking historical files for previous revisions to policy or guide and seeing the effects to proposed policy or guide changes, ensuring that a proposed update does not conflict with another policy or conflict with other guides, standards, or a portion of the Design Manual, etc.)

**Duty 3**

**General Summary:**

**Percentage: 10**

Participate in technical and non-technical training, meetings, seminars, and conferences to aid in career development and preparation for registration as a Professional Engineer.

**Individual tasks related to the duty:**

- Actively engage in discussions about career goals, technical interests, and career development needs.
- Participate in technical training provided by MDOT and the State of Michigan Learning Center.
- Participate in leadership, professional practice, and other training provided by MDOT and the State of Michigan.
- Develop technical knowledge with the goal of becoming a Registered Professional Engineer.
- Attend seminars, conferences, meetings, or training as required.
- Participate at various meetings related to roads and within the section. These could include various technical teams with the Design Division and MDOT Region Design Units, as well as unit and section meetings.

**Duty 4**

**General Summary:**

**Percentage: 10**

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

**Individual tasks related to the duty:**

- Participate at various meetings (e.g., the Barrier Advisory Committee).
- Participate on technical committees or teams.
- Attend field construction projects to evaluate unit standards and manuals for use and constructability.
- Assist other areas of the Quality Assurance Section in times of backlog.
- Crosstrain within the Section to manage and share knowledge.
- Assist the unit Supervisors with any special assignments.
- Other miscellaneous duties as assigned by the Supervisor.

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

This position uses engineering judgement to make independent decisions on incorporating pertinent engineering design publications and current industry practices in design situations where the information is clearly defined. This affects the integrity and consistency of design practice. Decisions are basic or based on past precedents.

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

- When release of revisions to standards, manuals or guides substantially impact department policy and require management prior approval.
- When revisions require specialized review by department committees or experts.

**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 may be performed in an office or field location. Travel may be required occasionally. This position requires extensive use of a computer. Due to the nature of some of the updates and reporting requirements, there may be instances that demand the delivery of information in short time frames. 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 is responsible for maintaining up-to-date compliant road design practices and policies and providing quality technical and procedural instructions to designers of the MDOT road network. This position assists in the development of road design standards, manuals, and guides for use in the design of state and federal road projects, and gathers historical guidance in the use, development, and interpretation of these publications.

**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 Standards Unit functions as a central publisher of technical design practices, policies, and procedures in the development of project design plans. This position assists in producing and publishing instructional standards and guidance to internal and consultant road designers who develop project plans and specifications.

**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:**

- Basic engineering knowledge.
- Knowledge of road design preferred.
- Ability to clearly communicate technical instructional material.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

**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.

None

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

ASHLEY PARSONS

\_\_\_\_\_  
Appointing Authority

3/10/2025

\_\_\_\_\_  
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