

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

Position Code 1. ENGLMGR3B53N

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 Superior Region
5. Working Title (What the agency calls the position) Newberry TSC Operations Engineer	11. Section Newberry TSC
6. Name and Position Code Description of Direct Supervisor GARDNER, CORY R; ENGINEER MANAGER LICENSED-4	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor JOHNSON, AARON D; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 14113 Hwy M28, Newberry, MI 49868 / M-F: 7:30 am to 4:30 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. As a manager, coordinate and administer the Transportation Service Center (TSC) business processes for system operations consisting of Direct Force Maintenance, Contract Agency Maintenance, traffic safety and operations, utility coordination and permits, Facility Engineering and Maintenance and Intelligent Transportation Systems (ITS). Maintain alignment with the other TSC's, Regions, Lansing, and the Federal Highway Administration (FHWA). This position is responsible for meeting deadlines, meeting Michigan Department of Transportation (MDOT) customer needs, resolving complex issues to ensure successful processes, project and program implementation, managing budgets, overseeing purchasing and maintenance contracting and ensuring continued operations for delivery of MDOT services and products. This responsibility includes optimizing TSC efforts for traffic safety, mobility, reliability, and accessibility, as well as active participation in region and statewide committees and business teams.

This position requires possession of a valid driver's license to participate in field reviews, attend meetings and conferences, review facility needs, and visit direct force garages regularly.

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

Manage the TSC 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. Improve freeway freight operations through the use of enhanced technologies and efficient motor vehicle enforcement. Ensure alignment with region and statewide policies and guidelines.

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

Individual tasks related to the duty:

- Identify and manage freight, passenger, and non-motorized mobility, reliability, accessibility, and safety. Monitor and improve freight and passenger travel time.
- Coordinate construction, maintenance, and permitted work activities to ensure mobility.
- Improve Traffic Maintenance Plan (TMP) development and execution.
- Participate in ITS development, implementation, and management.
- Coordinate and improve incident and emergency management efforts.
- Coordinate and improve winter operations efforts.
- Identify land use patterns and target the accessibility needs of population groups.
- Coordinate MDOT and local agency operations.
- Provide assistance with local agency project identification/development and crash reduction efforts. Measure and report on results.
- Participate in the Region traffic safety and operations business team.
- Oversee and coordinate TSC facility maintenance, repairs, and expansion projects.

Duty 2

General Summary:

Percentage: 25

Oversee the TSC maintenance operations efforts including direct and contract maintenance. Ensure alignment with region and statewide policies and guidelines.

This duty requires possession of a valid driver's license to participate in field reviews, attend meetings and conferences, review facility needs, and visit direct force garages regularly.

Individual tasks related to the duty:

- Manage budgets for salaries, equipment, contracts, and materials.
- Participate in the prioritization of equipment maintenance and replacement.
- Review operations for performance, efficiency, effectiveness, and compliance with department standards.
- Ensure employees are provided with a safe work environment and are trained to safely perform assigned work.
- Inspect equipment and facilities.
- Request repairs, replacement, or new assignments as appropriate.
- Meet with local agencies, customers, and law enforcement as needed to share information and resolve issues.
- Assist maintenance supervisors with employee performance evaluations, counseling, and discipline as needed.
- Review shift schedules, work assignments, and leave scheduling for compliance with labor agreements.
- Maintain working knowledge of county and municipal contracts and stay informed of contract related issues.
- Monitor performance of contract agencies, develop and monitor contract agency budgets and review payments.
- Attend meetings with local agencies to discuss budgets, work programs, and performance guidelines.
- Promote the proper application of Performance Based Maintenance (PBM), Road Weather Information System (RWIS), Maintenance Decision Support System (MDSS) and Automatic Vehicle Locator (AVL)/Global Positioning System (GPS) and other technologies.
- Participate in region and statewide teams such as Region Traffic Operations Team (RTOT), Maintenance Management Team (MMT), and others to promote alignment with region and statewide.
- Review operations to identify opportunities for system optimizations, innovations, and efficiencies.

Duty 3

General Summary:**Percentage: 15**

Oversee the TSC efforts in managing department assets regarding safety and operational issues. Lead efforts to improve traffic safety through actions to reduce the rate of crashes and fatalities. Lead utility and permit activities. Ensure alignment with region and statewide policies and guidelines.

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

Individual tasks related to the duty:

- Identify projects or activities that would improve safety and/or mobility. Review and improve high crash locations.
- Oversee the TSC pavement marking, signing, and signal processes.
- Approve Transportation Work Authorizations (TWAs) associated with signs and safety.
- Manage the TSC traffic safety and operations activities.
- Oversee the utility coordination efforts of the TSC. Measure and report on results.
- Manage the TSC right-of-way use permitting activities. Manage the TSC access management and major traffic generator access efforts.
- Manage the TSC non-motorized assets.
- Observe and make operational improvements to ongoing construction, maintenance, and permitted activities while maintaining region and statewide alignment.
- Promote access management efforts along state highways.
- Oversee support activities of the unit.

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

Perform the necessary functions of a supervisor.

Individual tasks related to the duty:

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- Mentor staff and facilitate knowledge management. 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.

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

Ensure and improve effective customer relations involving issuing permits, traffic safety and operations, project development, and maintenance operations. Ensure alignment with region and statewide policies and guidelines.

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

Individual tasks related to the duty:

- Communicate effectively with our customers to ensure we understand and address their most important needs.
- Maintain effective relationships and collaboration with construction and project development/design.
- Work with projects and contracts engineers to coordinate project development with other work areas, governmental/private agencies, railroads, and utilities.
- Facilitate and participate in plan review and Final Plan Completion (FPC) meetings.
- Participate in the selection of projects, project scoping, and the development of construction and maintenance plans. Assist with the preparation of responses to Freedom of Information Act (FOIA) requests and legislative requests.

- Provide responses to complex permit issues and traffic related public inquiries.
- Attend meetings with citizens, public officials, and others in representation of the TSC.
- Participate as a member of various department committees and teams.
- Coordinate, identify, and support technical training and information sharing with local agencies.
- Participate as a member of the Region Maintenance Teams.
- Collaborate with the Region and TSC's in the analysis of staffing levels to complete needed work.
- Participate as a member of various department committees and teams.
- Complete special assignments involving region-wide or statewide issues as requested by the Region Operations Engineer.
- Maintain membership with state-wide operational study teams or committees.

Duty 6

General Summary:

Percentage: 5

Implement and monitor the effectiveness of the Work Zone Safety and Mobility Policy on all projects. Perform other duties as assigned.

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

Individual tasks related to the duty:

- Ensure that staff understand our Work Zone Safety and Mobility Policy.
- Work with the contractors, contract agencies, direct forces, and the TSC Traffic and Safety Engineer to understand the capacity analysis and how staging plans affect the variables of traffic volume, travel time, and level of service.
- Ensure that maintenance staff are up to date on latest work zone requirements/changes.
- Develop temporary traffic control plans for unique situations/routine trouble spots.
- Ensure that our safety program including required training is provided to employees.
- Coordinate with employees, our accident prevention program and ensure a copy is available at the worksite.
- Ensure that traffic safety, mobility, Americans with Disabilities Act (ADA) mobility, elderly mobility, and work zone safety and mobility are considered in TSC maintenance operations.
- Monitor contract maintenance operations to ensure compliance, user delays, and work zone safety.
- Ensure employee and motorist safety.
- Review work zones for safe operation.
- Analyze operations to ensure motorist and pedestrian mobility.
- 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.

When decisions are required to assign staff to meet multiple priority deadlines. Interpret MDOT policies and guidelines concerning budgeting issues. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, Michigan Occupational Safety and Health Administration (MIOSHA), and the American Association of State Highway 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.

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.

Moving in and around an office setting including extensive use of a computer and remaining in a stationary position for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including climbing up and down roadway slopes and

transporting materials up to 25 pounds. Working in close proximity to traffic, including moving in and out of traffic. Climbing under bridges and wading in water, as required. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
POSTMA, JODIE M	DEPARTMENTAL TECHNICIAN-E E9	MATHIEU, JACOB C	TRANSPORTATION ENGINEER-A 12
		GOUZA, KEVIN	TRANSPORTATION MAINT COORDNATR 12
LACHAPELLE, NICKOLAS J	TRANSPORTATION MAINT SPV-2 12	SCHLEHUBER, PATRIC T	TRANSPORTATION MAINT SPV-2 12
MARTIN, KYLE D	TRANSPORTATION TECHNICIAN-A 11	SETCOSKI, CORY A	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?

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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 work area is responsible for the management of the TSC's program development, traffic safety and operations, utility-permits, and maintenance operations. This position serves as the manager of these areas and the supervisor of area staff.

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:

Ability to:

- Organize and set priorities for work assignments and to assign and explain them to subordinates.
- Communicate effectively.
- Serve as an expert witness.
- Maintain records and prepare reports and correspondence related to work.
- Promote and maintain favorable public relations.

Knowledge of:

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

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required and must maintain throughout employment in the position.
Possession of a registered professional engineering license as required by the State of Michigan 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.

none

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

ASHLEY PARSONS

8/27/2026

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