

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

Position Code
1. ENGRASTEA02R

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) Transportation Planning
4. Civil Service Position Code Description ENGINEERING ASSISTANT-E	10. Division Data Inventory & Integration Division
5. Working Title (What the agency calls the position) Engineering Assistant	11. Section Data Collection & Reporting
6. Name and Position Code Description of Direct Supervisor BENAVIDEZ, FRANK I; ENGINEERING ASST SUPV-1	12. Unit Field Operations
7. Name and Position Code Description of Second Level Supervisor HUNDT, CHRISTOPHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Statewide / 7am-6pm M-F

14. General Summary of Function/Purpose of Position

This position is responsible for supporting MDOT's traffic monitoring program through the data collection of traffic or travel information as required by the Federal Highway Administration (FHWA). This position entails the development of an annual schedule for conducting machine counts, setting of traffic counting equipment and retrieving data from this equipment, conducting on-site manual counts of motorized and nonmotorized traffic, drawing intersection diagrams to accompany turning movement study data, processing and validating count data prior to submitting to the central office, and providing reports of the results when necessary. This position spends the majority of their time working in the field and often works alone and with minimal supervision. While conducting the field work, this position develops the skills needed to use independent judgement to adjust their schedule or make modifications to the study to accommodate factors specific to the site and study, construction, weather, and other factors.

This position requires possession of a valid driver's license to conduct machine counts, setting of traffic counting equipment and retrieving data from this equipment, conducting on-site manual counts of motorized and nonmotorized traffic.

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: 75

TRAFFIC COUNTING. This position is required to learn traffic counting techniques and methods necessary to carry out all aspects of a traffic study data collection. This includes learning to: design and modify studies while in progress, conduct, process, analyze, review, and validate data collected for presentation, and reporting of the traffic study results.

This duty requires possession of a valid driver's license to perform field work to carry out all aspects of a traffic study data collection.

Individual tasks related to the duty:

- Assist with scheduling the annual work program within their geographic area of responsibility for requested traffic counts.
- Program electronic data collection devices using a computer.
- Travel in the field to set, monitor and retrieve computerized traffic counters.
- Download, reformat, validate, and transmit data to central office.
- Modify traffic studies as site specific needs and conditions dictate.

Duty 2

General Summary:

Percentage: 5

INTERSECTION DIAGRAMS AND MANUAL COUNT REPORTS: This position is required to create documents to support data collection responsibilities associated with intersection turning movement studies.

Individual tasks related to the duty:

- Produce detailed diagrams of each intersection included in a turning movement study to show important information including the location of all traffic count equipment used in the study and the physical characteristic of the roadway and surrounding area.
- Maintain and produce electronic or hard copy records of manual counts conducted as part of a turning movement study.
- Participate in annual staff training to review and share best practices for intersection studies.

Duty 3

General Summary:

Percentage: 5

EQUIPMENT MAINTENANCE. Conduct preventive maintenance, troubleshooting, and repairs while becoming familiar with the various types of equipment used in traffic surveying – mechanical counters, digital turning movement boards, laptop computers, electronic test equipment and vehicles.

Individual tasks related to the duty:

- Conduct preventive maintenance on mechanical traffic counters and turning movement boards, including servicing, troubleshooting, and having repairs made as needed.
- Properly maintain and store supplies, tools, and traffic counting equipment as necessary.
- Conduct preventive maintenance on assigned vehicle including regular servicing, washing, and having repairs made as needed.

Duty 4

General Summary:

Percentage: 5

COMPUTER/DIGITAL COMMUNICATION. Learn the various software packages used to process and store the data, including that for operational studies, short counts, speed studies, and traffic surveys. Become knowledgeable with electronic mail, data transfer, and communications.

Individual tasks related to the duty:

- Utilize appropriate software (software used exclusively for the Data Collection & Reporting Section activities) as necessary to comply the task as defined, including the standard software packages for word processing, spreadsheet applications, etc.
- Utilize electronic email for the transmission of communications, activity reports, time sheets, travel expense vouchers, and other appropriate activities.

Duty 5

General Summary:**Percentage:** 5

Adheres to section administrative procedures.

Individual tasks related to the duty:

This includes timely and accurate submittal of:

- Weekly activity reports
- Time reporting
- Correspondence
- Vehicle logs
- Expense vouchers
- Equipment upkeep

Duty 6**General Summary:****Percentage:** 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist with Bureau related functions as assigned.

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

1. Schedule the annual work program within their geographic area of responsibility for requested traffic counts.
2. Determine the appropriate equipment and methodologies to obtain requested traffic data.
3. When in the field, identify where to set sensors and data collection equipment to ensure accuracy of data and the safest
4. Environment during the study. Decisions include determining travel time to and from study sites, information to be included in reports, minor modifications to the requested studies, location, timing and proper setting of hoses, counters and other traffic data collection equipment. These decisions are made based upon established methods, guidelines, and procedures.

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

1. When there are competing priorities or tasks.
2. Those that impact policy.
3. Decisions that impact established work standards, guidelines, and procedures.

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 near busy highways, in heavy traffic, and in adverse weather conditions. Ability to transport heavy signs and traffic counters. Ability to install concrete nails into pavement. Must be able to remain in a stationary position during shift. Ability to travel extensively throughout the state. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

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"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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 position is responsible for supporting MDOT's traffic monitoring program through the data collection of traffic or travel information as required by the Federal Highway Administration (FHWA). This position entails the development of an annual schedule for conducting machine counts, setting of traffic counting equipment and retrieving data from this equipment, conducting on-site manual counts of motorized and nonmotorized traffic, drawing intersection diagrams to accompany turning movement study data, processing and validating count data prior to submitting to the central office, and providing reports of the results when necessary. This position spends the majority of their time working in the field and often works alone and with minimal supervision. While conducting the field work, this position develops the skills needed to use independent judgement to adjust their schedule or make modifications to the study to accommodate factors specific to the site and study, construction, weather, and other factors.

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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 unit collects various types of traffic and travel related information from sites located all over the state, supporting the department's traffic monitoring program needs. Depending upon the type of data requested the collection process varies considerably, but includes: electronic vehicle counters, automated turning movements boards, visual/manual tallying, telephone and face-to-face interviews, radar detectors, timing devices, and photographic equipment. This position supports the department's traffic monitoring program as required by the Federal Highway Administration through this data collection effort.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Engineering Assistant 6

No specific type or amount is required.

Alternate Education and Experience**Engineering Assistant 7**

One year of experience equivalent to an Engineering Assistant 6.

Engineering Assistant E8

Two years of experience equivalent to an Engineering Assistant, including one year equivalent to an Engineering Assistant 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computers and software

Ability to:

- Interact and communicate well with people.
- Map reading capability.
- Travel statewide and work outdoors in all types of weather and in heavy traffic.

CERTIFICATES, LICENSES,**REGISTRATIONS:**

Possession of a valid driver's license is required.

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.

LOGAN BRISTOL

1/22/2026

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