

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

Position Code

1. TRAENGE

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-E	10. Division Southwest Region
5. Working Title (What the agency calls the position) Operations Maintenance Staff Engineer	11. Section Operations
6. Name and Position Code Description of Direct Supervisor BRINK, STEPHEN P.; ENGINEER MANAGER LICENSED-4	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor THOMPSON, WILLARD S.; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 1501 E. Kilgore Road, Kalamazoo, MI 49001 7:30 - 4:30 Monday - Friday (Hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as the Region's Maintenance Staff Engineer and performs engineering work involving maintenance, emergency management, and contract administration. This position helps guide performance-based decisions, provides support with winter operations while also helping with traffic & safety, construction, and materials tasks. This position requires possession of a valid driver's license to perform field work 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: 40**

Support region maintenance planning and operations.

Individual tasks related to the duty:

- Maintain region-wide maintenance goals, measures, dashboards, and reports.
- Utilize established maintenance and asset performance goals to help the region, Transportation Service Centers (TSCs), and garages plan and carry out annual work plans.
- Monitor garage spending.
- Support maintenance staff with the use of software systems for maintenance and contract management.
- Assist with the creation of presentation materials for meetings.
- Maintain records and prepare reports.

Duty 2

General Summary: **Percentage: 25**

Provide operational support across the region, improve practices, contribute to project and incident management. This duty requires possession of a valid driver's license to perform field work and inspections.

Individual tasks related to the duty:

- Keep up to date on current maintenance standards and research new and innovative work methods.
- Document, report, and promote new ideas in maintenance operations, and support efforts to improve safety, efficiency, and quality.
- Participate in project scoping and plan reviews and support construction with heavy maintenance projects.
- Assist with the annual data collection of STORES (inventory) items.
- Review region-wide incident management plans.
- Review department mobility guidelines for maintenance work zones.
- Support other business areas in the region and Lansing.

Duty 3

General Summary: **Percentage: 20**

Maintain building operations and provide oversight for the Southwest Region.

Individual tasks related to the duty:

- Participate in facility inspections.
- Enter, track, and approve work orders in the facility management systems for the Southwest Region Office.
- Monitor facility work order requests for the Coloma Business Office, Kalamazoo TSC, and Marshall TSC.
- Schedule needed repairs or updates under the guidance of the supervisor.
- Ensure proper environmental conditions, including managing material data sheets, energy use, and air quality.
- Maintain safety compliance for maintenance operations, including the Michigan Occupational Safety HA300 log, required postings, and safety protocols.

Duty 4

General Summary: **Percentage: 10**

Provide winter operations support.

Individual tasks related to the duty:

- Review snow route plans, cycle times, and material usage as needed.
- Work with garage supervisors and Maintenance Decision Support System (MDSS) software to monitor and report salt usage and inventories, salt and liquid usage, and salting rates and speed compliance

Duty 5

General Summary: **Percentage: 5**

Perform other duties as assigned by the supervisor.

Individual tasks related to the duty:

- Perform other duties as assigned.

Duty 6

General Summary:

Percentage:

Individual tasks related to the duty:

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

Decision-making is commensurate with experience. It is expected that as the position evolves, the types of decisions they will make will be increasingly more complex. The incumbent will be expected to use their engineering judgment, based on increasing experience, to interpret department contracts, specifications and guidelines, to make independent decisions. Such decisions impact project quality, cost and timeliness of product delivery.

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

Contract decisions and impacts on program budgets.

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.

Traversing on uneven terrain including traversing up and down roadway slopes. Transporting up to 25 pounds. Moving in and out of traffic. Traversing under bridges, wading in water, and working near heavy traffic. Moving in and around an office setting, including extensive use of a computer. Occasional overnight travel to training classes and conferences. 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):**

- | | |
|---|--|
| ☐ 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 function of the work unit is to provide support to maintenance garages, TSCs, and Lansing support units to ensure statewide consistency of region operations/construction functions and coordinate region operations/construction functions with other functions within the region, specifically in the areas of contract and direct maintenance, traffic safety and operations, construction administration, material testing QA/QC, and roadside management. This position assists the Associate Region Engineer and other operations staff with the aforementioned functions.

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 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:

Knowledge of:

- Department policy and legal authority.
- Engineering principles, practices, standards, and specifications.
- Use of personal computers.
- Personal and construction safety practices.

Ability to:

- Meet and deal effectively with others.
- Communicate effectively.
- Work independently and as a team member.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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

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