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| CS-214  Rev 11/2013 |  | Position Code   1. TRAENGAB37R |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form 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 |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Highway Operations |
| 4.Civil Service Position Code Description | 10. Division |
| Transportation Engineer - A / 12 | University Region |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Traffic and Safety Engineer | Lansing Transportation Service Center |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Vacant, Operations Engineer EML - 3 (14) | Operations |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Gregory Losch, SDDA 15 | 2700 Port Lansing Rd, Lansing, MI 48906  7:30am-4:30pm, Monday-Friday (hours may vary) |
| 14. General Summary of Function/Purpose of Position | |
| As a senior worker, this position functions as the recognized resource for traffic and safety engineering with additional work in the areas of design plan preparation, utility and permit review, and construction administration. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT services and products. Successful and continuing customer contact is a requirement for this position. | |
| 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 of Duty 1 % of Time 40**  As a senior worker, this position will be the recognized resource for traffic and safety engineering for projects within the TSC area. This person will utilize traffic engineering standards, guides, principles, techniques, and judgement to administer the safe operation and geometric design of highways and the installation of traffic control devices as their use is related to the safe and efficient transportation of people and goods. | |
| **Individual tasks related to the duty.**  Prepare safety analysis with recommendations, maintaining traffic concepts, and mobility reviews for proposed TSC projects as part of the scoping and call for projects.  • Prepare documentation required for obtaining safety funding.  • Develop complex maintaining traffic plans and/or detour route plans in coordination with local agencies, project designers, and delivery engineer.  • Prepare Transportation Management Plans (TMP) for TSC projects.  • Review plans and proposals for all projects within TSC for compliance to traffic & safety and geometric standards and guidelines, verify calculations, and participate in review meetings.  • Assist project designers on specific traffic and safety questions or issues that arise during design.  • Prepare and coordinate maintaining traffic plans for project designed by Lansing staff.  • Coordinate with designers and Lansing units on signals, signing, and pavement markings.  • Review work zones during construction and provide guidance and recommendations on improving safety and mobility.  • Assist delivery staff on traffic & safety and signal issues during construction.  • Participate in post construction reviews to evaluate projects and note suggestions for future projects. | |
| Duty 2 **General Summary of Duty 2 % of Time**  As a senior worker, this position will be the recognized resource for traffic and safety engineering for Operations within the TSC area. This person will utilize traffic engineering standards, guides, principles, techniques, and judgement to administer the safe operation and geometric design of highways and the installation of traffic control devices as their use is related to the safe and efficient transportation of people and goods. | |
| **Individual tasks related to the duty.**  • Respond to traffic and safety inquiries for TSC area.  • Perform field reviews and take measurements, collect traffic volume data, turning movements, delays, etc.  • Review and analyze traffic data and perform calculations. Communicate results of studies to other MDOT divisions, local governmental agencies, law enforcement officials, or private individuals.  • Meet with consultants, developers, local governmental agencies and private individuals regarding access, geometrics, and traffic control along state trunklines.  • Work with MDOT maintenance, law enforcement, and local agencies to help improve management of incidents.  • Assist TSC maintenance areas with traffic & safety issues and concerns and work zone compliance.  • Coordinate with University Region and prepare needed documentation for Safety Work Authorizations (SWA).  • Prepare needed documentation for Transportation Work Authorizations (TWA).  • Prepare correspondence relating to recommended traffic and safety. | |

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| Duty 3 **General Summary of Duty 3 % of Time 5**  As a senior worker, this position will oversee and coordinate the final plan preparation process with other divisions, outside agencies, departments, and the general public. Arranges and sets up public meetings. Reviews plans from department staff, local agencies, and consultants for completeness and adherence to standards. Recommends changes to design engineer. Resolves complex design issues. Assists construction personnel with questions. |
| **Individual tasks related to the duty.**  • Prepare preliminary and final design plans and proposals for projects within the TSC area.  • Prepare cost estimates and letting packages.  • Attend plan reviews and incorporate findings in the plans.  • Review plans of other department staff, local agencies and consultants for completeness and adherence to current standards, specifications and methods.  • Recommend changes, incorporate experimental and new techniques based on sound engineering judgment.  • Participate in pre-letting briefings and pre-construction meetings to explain special design features to contractors.  • Participate in post construction reviews to evaluate projects and note suggestions for future projects.  • Understand and resolve technology issues associated with the implementation and operation of TSC communications, computers and software necessary for associated business processes.  • Assist construction personnel with questions related to design plans  • Scope future projects and assist in preparing the five year plan for the TSC. |
| Duty 4 **General Summary of Duty 4 % of Time 10**  As a senior worker, this position will be the recognized resource in the TSC for utility and permit engineering. This person will coordinate utility relocations needed for MDOT construction projects with effected public utilities. Review engineering reports, site plans, road plans, and drainage designs to evaluate and approve or disapprove proposed ROW Permit applications. |
| **Individual tasks related to the duty.**  • Utilize standards, guidelines, and judgment to respond to customer requests for usage of MDOT right of way.  • Review and approve commercial and residential driveway applications as related to drainage, traffic and safety, design and construction concerns.  • Coordinate needed utility relocations with utility companies.  • Ensure uniformity in utility relocation needs for future construction projects and utility company requests for usage of MDOT right of way. |

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| Duty 5 **General Summary of Duty 5 % of Time 5**  Build, strengthen, and maintain the Transportation Service Center external customer base. |
| **Individual tasks related to the duty.**  • Successfully respond to questions from the general public, business organizations, village and city managers, MPO's, and rural task forces. Jointly resolve transportation issues.  • Document the creation of a "partnering" relationship with external customers.  • Proactively meet the operational needs of the external customer.  • Continually strive to improve MDOT "image" in association with the Region Transportation Customer Service Representative. |
| Duty 6 **General Summary of Duty 6 % of Time** |
| **Individual tasks related to the duty.** |

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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  Determine when input is needed from local agencies, other TSCs, or speciality resource areas. Answering computer questions and methods. Whenever possible, identify recommend and implement improvements in the work methods and materials utilized in the position. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  When there is a need for interpretation of Department guidelines, policies or procedures. When existing policy is unclear. When a decision may be required from the executive level; personnel matters; assistance in mitigating controversies; revision of a program schedule. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Walking on uneven terrain including climbing up and down roadway slopes during grade inspections. Lifting up to 20 pounds. Moving in and out of traffic on foot. Climbing under bridges, over water, wading in water, and working near heavy traffic. Moving around in an office setting including sitting at a computer for long periods of time. Occasional overnight travel to training classes. | | | |
| 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 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.** | | | |

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| 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?  The design and preparation of materials needed to resolve traffic and safety issues which conform to federal, state and local controls. Prepare reports and studies for TSC programs. Provide administrative and technical expertise in controlling the safe and efficient movement of traffic on the highway system in the Lansing TSC area. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  N/A |
| 25. What is the function of the work area and how does this position fit into that function?  The Lansing TSC covers a four county area which provides customer service to the public, contract counties, business agencies and municipalities. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluation and inspection of traffic control for road bridges and culverts. Active participant in local transportation issues |
| 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 Civil Engineering. |
| EXPERIENCE:  Three years of professional experience involved in the planning, research, design, construction or maintenance of highways and bridges, including one year of experience equivalent to a Transportation Engineer P11. |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Ability to speak and write effectively; work as a team member; oversee, lead, and train other workers; make presentations before groups' and meet and deal effectively with others. Resourcefulness and ability to use initiative in carrying out and an assignment while working independently. Ability to apply engineering principles to construction and design problems. Understanding of surveying and record keeping procedures. Computer knowledge. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Valid driver's license. Continuous training as required or requested. Should be working toward Professional Engineer registration.  This position requires disclosure under the Ethical Standards and Conduct Policy. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

**NOTE: Make a copy of this form for your records.**