

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

<b>Position Code</b> 1. TRAENGED20R
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## 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> Transportation Systems Management and Operations
<b>5. Working Title (What the agency calls the position)</b> Non-Motorized Safety Engineer	<b>11. Section</b> Traffic and Safety
<b>6. Name and Position Code Description of Direct Supervisor</b> SHAUGHNESSY, STEPHEN J; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Safety Programs Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> BOTT, MARK W; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa Street, Lansing, MI 48909 / 7:30 a.m. - 4:30 p.m.(or as approved by supervisor

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

As the Non-Motorized Safety Engineer this position serves to review, resolve, and approve all project design plans and specifications associated with all statewide programs on state trunkline highways as well as the locally owned system, as relating to non-motorized safety. This position leads the Department's efforts in reducing non-motorized fatalities and crashes on Michigan roadways. This is one of twelve emphasis areas in the Michigan Strategic Highway Safety Plan (SHSP), adopted by the Governor's Traffic Safety Advisory Commission (GTSAC). This position will also support the Safety Programs Unit Road Safety Audit (RSA) Program including consultant contracts, MDOT RSA teams, feedback, and training.

**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: 50**

Non-motorized Safety Engineer for the Department.

**Individual tasks related to the duty:**

- Provide engineering consultation for plan development on non-motorized safety on engineering issues on a statewide basis.
- Identify and facilitate training Department-wide relating to non-motorized engineering and safety.
- Recommend engineering countermeasures for pedestrian and bicycle safety to the SHSP Pedestrian and Bicycle Safety Action Team to be implemented on a statewide basis within MDOT and local agencies.
- Participate on the SHSP Pedestrian and Bicycle Safety Action Team.
- Recommend changes and revisions to Department manuals, guides and standards regarding non-motorized safety.

**Duty 2**

**General Summary:** **Percentage: 20**

As a Non-Motorized Safety Engineer, advise Region and TSC staff in identifying non-motorized safety projects and counter measures to reduce pedestrian/vehicle and bicycle/vehicle fatalities and crashes.

**Individual tasks related to the duty:**

- Review Region road and bridge projects in the Five-Year Plan for a history of non-motorized crashes and recommend countermeasures to eliminate the problems as part of the project.
- Establish and approve program priorities and project lists to optimize program expenditures relating to non-motorized safety engineering.
- Maintain the department's non-motorized project status records, including programmed and obligated amounts and costs-to-date.

**Duty 3**

**General Summary:** **Percentage: 20**

Function as the resource for the Safety Programs Unit Road Safety Audit (RSA) Program.

**Individual tasks related to the duty:**

- Review projects that are candidates for a RSA, coordinate with the Region/TSC to ensure the RSA is completed, develop teams to participate on RSAs, and document best practices to improve the process.
- Support unit supervisor in the management of consultant contracts to facilitate RSAs for MDOT projects from consultant selection, draft, and final reports to consultant evaluation.
- Track personnel participating in RSAs to ensure mix of personnel is utilized.
- Track and report on results of RSAs to identify common suggestions for potential changes in MDOT manuals, guides and standards.
- Identify and deliver internal/external training related to RSAs.

**Duty 4**

**General Summary:** **Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

- Lead meetings with MDOT staff, industry partners and local stakeholders.
- Speak at conferences and other events requested by the Department.
- Participate in educational guest lectures.
- Organize, conduct, and lead workshops.
- 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 will have primary responsibility for reducing the potential for non-motorized crashes. Use independent judgment in resolving problems and making recommendations. The employee is expected to exercise independent judgment and initiative in order to complete the required tasks. This position will need to understand and apply those aspects of federal, state and local laws, regulations, policies, procedures, and standards pertaining to assigned work; present ideas persuasively; prepare clear and concise technical documents, reports, correspondence and other written materials; exercise sound independent judgment within established guidelines; maintain effective working relationships with those encountered in the course of work. The decisions and recommendations made by this position affect the safety and health of Michigan's non-motorized and traveling public.

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

The supervisor will be required to review any decisions that will set precedent, have legal or political implications, when allocated funds are not available; or affect policy that will need approval by the Section Manager, Bureau leadership and/or the Engineering Operations Committee.

**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 involves the normal effort for office work including the ability to sit for extended periods of time. Field reviews of active road/bridge/railroad construction projects require walking over irregular terrain, around construction work sites and high structures potentially under adverse weather conditions. This position is expected to travel statewide depending on the project and/or assignment. Occasional overnight travel is expected. This position will involve meeting tight deadlines with limited timeframes and long working hours can be expected on occasion.

**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?**

As the Non-Motorized Safety Engineer this position serves to review, resolve, and approve all project design plans and specifications associated with all statewide programs on state trunkline highways as well as the locally owned system, as relating to non-motorized safety. This position leads the Department's efforts in reducing non-motorized fatalities and crashes on Michigan roadways. This is one of twelve emphasis areas in the Michigan Strategic Highway Safety Plan (SHSP), adopted by the Governor's Traffic Safety Advisory Commission (GTSAC). This position will also support the Safety Programs Unit Road Safety Audit (RSA) Program including consultant contracts, MDOT RSA teams, feedback, and training.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Requesting to downgrade position for training purposes.

**25. What is the function of the work area and how does this position fit into that function?**

The work area is responsible for reducing the potential for fatal and severe crashes statewide. This position supports that mission by specifically focusing on the severe crashes that involve non-motorized users of the network.

**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.

**Preferred Education:** Bachelor of science degree in civil engineering.

**EXPERIENCE:**

**Transportation Engineering Licensed Specialist 13**

Four years of professional experience equivalent to a Transportation Engineer, including two years equivalent to a Transportation Engineer P11 or one year equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The ability to organize and analyze data consisting of many variables which may lead to a decision based on experience and judgement. An ability to write clear and concise letters and reports; effective verbal communication skills are necessary. Knowledge of traffic engineering principles and practices applied to operations, geometrics, sign and signal design, and crash analysis. Knowledge of the use and applications of computer and statistical models. Knowledge of large data base statistical analysis.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid driver's license.

**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.***

STACI ERICKSON

3/26/2021

\_\_\_\_\_  
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