# 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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
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<tbody>
<tr>
<td></td>
<td>TRANSPORTATION CENTRAL OFFICE</td>
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<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>Highways</td>
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<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
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<tbody>
<tr>
<td>TRANSPORTATION TECHNICIAN-A</td>
<td>Metro Region</td>
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<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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<tbody>
<tr>
<td>Traffic Operations Technician</td>
<td>Detroit TSC</td>
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<tbody>
<tr>
<td>EVERETT, DENORIS H; ENGINEER MANAGER LICENSED-3</td>
<td>Operations</td>
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<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
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<tbody>
<tr>
<td>ADEFESO, OLUKAYODE; STATE ADMINISTRATIVE MANAGER-1</td>
<td>1060 w Fort Street, Detroit, MI  48226 / Monday - Friday; 7:30 am - 4:30 pm</td>
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<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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The employee in this position is the recognized resource for assisting the Detroit Transportation Service Center’s (TSC) traffic engineers and operations staff in performing a wide range of assignments utilizing independent judgment to interpret and apply policies and procedures for specific work situations which will result in the safe and efficient movement of traffic along the State trunkline system, within the Detroit TSC service area. Assist traffic engineers in providing guidance to the TSC staff with regard to signing, traffic control devices, traffic control setups and pavement markings. Conduct field reviews and permit inspections related to Planned Special Events and other permitted work activities as assigned, with focus on traffic control compliance. Assist in the preparation of design plans as necessary. Oversee, train, and participate in a full range of duties in all areas of inspection, surveying and office tech work related to the construction of highways, bridges, and transportation facilities. Assume limited administrative project responsibilities for short periods of time on various projects. Oversee, conduct and participate in construction and quality control inspection activities designed to ensure that highways, bridges and allied transportation facilities are constructed within the guidelines and specifications contained in project plans, contractual construction agreements and permits. Review and document project records for adherence to established standards. Perform engineering technical support activities as needed, including but not limited to, materials testing, inspection and compliance.
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary:</th>
<th>Percentage: 30</th>
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<tbody>
<tr>
<td>Assist traffic engineers and operations staff in the preparation of preliminary and final maintaining traffic plans and specifications.</td>
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</table>

**Individual tasks related to the duty:**

- Assist in the preparation of preliminary and final maintaining traffic plans, staging plans, and special provisions for the TSC's construction projects which may be complex in terms of traffic operations. This work includes construction signing, temporary pavement marking, final signing and pavement markings, and other electronic devices.
- Provide layouts for geometric designs and modifications to meet operations and safety requirements.
- Assist with preparation of quantities and cost estimates for roadway, sign and signal projects as needed.
- Make field investigations as necessary to review existing field conditions and take measurements.
- During the development of the maintaining traffic scheme/documents, work with and obtain input from TSC construction staff to ensure constructability of the project.
- During the development of the maintaining traffic scheme/documents, be aware of and consider other projects that may be built in the same construction season; prepare plans in a manner that promotes optimization of network mobility.
- Utilize PowerGeo Pak/MicroStation software to develop plan sheets.
- Utilize ProjectWise to electronically store and retrieve files.
- Utilize Traffic Monitoring Information Systems (TMIS) software to obtain traffic counts and associated information.

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<tr>
<th>Duty 2</th>
<th>General Summary:</th>
<th>Percentage: 20</th>
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<tbody>
<tr>
<td>Assist construction and operations staff with implementation of temporary traffic control as necessary.</td>
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**Individual tasks related to the duty:**

- Actively participate in the development and preparation of plans in terms of traffic operations which require attendance at various design meetings.
- Assist the traffic engineers with development of Transportation Management Plans (TMP's) and Maintenance of Traffic (MOT) details; also assist with traffic mitigation efforts, mobility runs, formal work zone reviews, in retrieving/obtaining traffic related data and with other functions as needed.
- Make recommendations in relation to traffic operations and special traffic considerations required during after construction.
- Conduct permit inspections related to Planned Special Events and other permitted work activities as assigned, with focus on traffic control compliance.
- Assist traffic engineer's with the preparation and posting of lane closure requests and in communicating to the Region's traffic mobility group on the status of lane closures on active construction projects during the various phases of construction. Utilize MDOT's Traffic Flow Restrictions (TFR) software platform to input lane closure information to assist customers as needed.

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<tr>
<th>Duty 3</th>
<th>General Summary:</th>
<th>Percentage: 20</th>
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<tr>
<td>Design non-standard signing as needed.</td>
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**Individual tasks related to the duty:**

- Design non-standard signs such as overhead signs and large ground-mounted signs using the SIGNCAD computer software program.
- Recommend sign substrata materials, sign facing materials, foundations, and placement locations.
- Design legend layout and sign dimensions for non-standard signs in accordance with the MMUTCD.
- Design special signs utilizing computer programs to assist in sizing signs.
- Prepare transportation work authorizations to various maintaining agencies for the installation, removal and/or relocation of various traffic control devices such as signs and pavement markings.
- Assist in the development of plan revisions when necessary after a project is let. Plan revisions may require the inclusion of change in quantities, staging plans, or changes in specifications.
- Utilize SignCad to create special sign legends and dimensions.
Duty 4

General Summary: Percentage: 15

Assess the physical condition of existing signs, and participate in sign inventory maintenance. Utilize a global information system (GIS) to inventory various MDOT assets and features as needed.

Individual tasks related to the duty:

- Assess the physical condition of existing plans, sign support structures, foundations, and prominence of sign sheeting.
- Determine acceptability for reuse of sign support structures.
- Recommend replacement of signs not in compliance with the MMUTCD.
- Assist in the maintenance of the sign inventory and condition information for the TSC area.
- Field review MDOT roadside features, log/inventory as needed. Summarize the data and prepare various reports.
- Utilize ArcGIS software to document various MDOT assets for the preparation of queries and reports. May also be required to inventory other assets as needed.

Duty 5

General Summary: Percentage: 10

Assist the Operations and Construction units performing other TSC related duties as needed.

Individual tasks related to the duty:

- Provide technical support at various phases of the plan design process.
- Assist Operations staff in the review and issuance of Superload Transport permits.
- Oversee, train, and participate in a full range of duties in all areas of inspection, surveying, and office tech work on construction of highways, bridges, and transportation facilities. Assume limited project responsibility for short periods or on small projects.
- Oversee, conduct and participate in construction and quality control inspection activities designed to ensure that highways, bridges, and allied transportation facilities are constructed within the guidelines and specifications contained in project plans, contractual construction agreements and permits.
- Review and document project records for adherence to standards.
- Perform engineering technical support activities, including, but not limited to materials testing, inspection, and compliance.
- Assist in processing construction permits on an as needed basis, which may include making field reviews, reviewing submitted plans or preparing draft correspondence.
- Assist in developing cost estimates for use in construction design plans.

Duty 6

General Summary: Percentage: 5

Critique maintaining traffic prepared by consulting engineering firms.

Individual tasks related to the duty:

- Review and provide guidance for preliminary and final maintaining traffic plans prepared by private consulting engineering firms including traffic operations, construction signing and pavement markings, geometric design, final signing and pavement markings, and other electronic devices.
- Recommend revisions when necessary checking for non-standard traffic control items and related special provisions.

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

The employee will recommend to the Traffic Operations and Safety Engineers:

1. Any field changes to utility permit and construction signing and staging plans.
2. Any maintaining traffic specifications for utility permit and construction projects.
3. Any pavement marking schemes on utility permit and construction projects.
4. Assist in the layout of sign, maintenance of traffic pavement markings and staging, under the guidance of the Traffic Operations and Safety Engineers.

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

Decisions which may be politically sensitive in nature, or when the decision required surpasses Region authority. All public safety and public relations issues are communicated upward to keep the TSC Manager, Supervisor, Traffic Operations and Safety Engineers informed.

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.

May be required to work extended hours (standard work schedule 8 hours per day/5 days per week) and may work nights and/or weekends, or other altered shift hours. Requires the ability to work in confined spaces, walk and climb on irregular and steep terrain and/or high structures. Requires ability to safely and properly use hazardous chemicals (storage of containers, applications requiring safety equipment respirators, hearing and eye protection, rubber gloves and protective clothing). Exposure to weather, traffic and construction hazards, noise, dirt, concrete and bit materials and other conditions associated with heavy construction. Requires ability to drive a motor vehicle and overnight travel may be required. Ability to transport items weighing up to 50 lbs.
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):

- N Complete and sign service ratings.
- N Provide formal written counseling.
- N Approve leave requests.
- N Approve time and attendance.
- N Orally reprimand.
- N Assign work.
- N Approve work.
- N Review work.
- N Provide guidance on work methods.
- 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?

The employee in this position is the recognized resource for assisting the Detroit Transportation Service Center's (TSC) traffic engineers and operations staff in performing a wide range of assignments utilizing independent judgment to interpret and apply policies and procedures for specific work situations which will result in the safe and efficient movement of traffic along the State trunkline system, within the Detroit TSC service area. Assist traffic engineers in providing guidance to the TSC staff with regard to signing, traffic control devices, traffic control setups and pavement markings. Conduct field reviews and permit inspections related to Planned Special Events and other permitted work activities as assigned, with focus on traffic control compliance. Assist in the preparation of design plans as necessary. Oversee, train, and participate in a full range of duties in all areas of inspection, surveying and office tech work related to the construction of highways, bridges, and transportation facilities. Assume limited administrative project responsibilities for short periods of time on various projects. Oversee, conduct and participate in construction and quality control inspection activities designed to ensure that highways, bridges and allied transportation facilities are constructed within the guidelines and specifications contained in project plans, contractual construction agreements and permits. Review and document project records for adherence to established standards. Perform engineering technical support activities as needed, including but not limited to, materials testing, inspection and compliance.

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

New tasks responsibilities that have been added include:

- Providing Maintenance of Traffic (MOT) typicals for project design.
- Obtain assistance and input from construction staff to assist in the development of MOT project schemes and documents.
- Use PowerGeoPak and MicroStation to develop traffic plan details.
- Assist traffic engineers in developing Transportation Management Plans (TMP) and MOT details.
- Assist traffic engineers with the preparation and posting of lane closure requests in the Traffic Flow Restrictions (TFR) program.
- Use the Global Information Systems (GIS) program to identify and inventory MDOT assets and features.
- Assist Operations staff review transport routes for the issuance of transport permits.
- Oversee, conduct and participate in construction and quality control inspection activities.

The new duties are required to expand the efficiency of the unit and specifically to provide backup support for new tasks such as lane closure input via TFR, mapping MDOT assets via GIS, and assistance in reviewing transport permit requests for approval.

25. What is the function of the work area and how does this position fit into that function?
The Detroit TSC manages the transportation system within the City of Detroit including various roadways and bridges on Belle Isle, and in the cities of Harper Woods, Highland Park, Hamtramck and the Grosse Pointe communities - providing customer service to the public, business agencies, and municipalities. This includes the issuance of permits, administering maintenance activities, resolving complex traffic operational and safety issues, developing maintaining traffic plans, designing road and bridge projects, coordinating construction projects and evaluating road and bridge facilities within the TSC's jurisdictional area of responsibility.

This position provides transportation and traffic technical support within the Operations section of the Detroit Transportation Service Center. This position will also provide technical support for safe and efficient operation of the state trunk line road system in the Detroit Transportation Service Center's jurisdictional area of responsibility.

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

EDUCATION:

Possession of an Associate's degree in concrete technology, civil technology, construction technology, surveying technology, construction management, mathematics, or computer science.

EXPERIENCE:

Transportation Technician 8 - 12

Possession of a Bachelor's degree or higher in an Applied Science or Science with 16 semester hours (24 term) credits in job specific or related course work qualifies for the Transportation Technician E10 level.

OR

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the associate's degree.

OR

Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic may be substituted for the Associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and one year of related field experience may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and three years experience equivalent to a Transportation Maintenance Worker 9 may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and completion of 16 semester (24 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the Associate's degree.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to maintain effective working relationships with private, public, local, state, and federal personnel as well as other department personnel. Ability to express ideas clearly and concisely, both orally and in writing in normal and stressful conditions; knowledge of practices, principles, standards and guidelines as related to highway design, construction, traffic. Ability to read and interpret traffic design and construction plans and specifications. Ability to read, interpret, or explain applicable standards, technical literature, regulations, plans, and specifications; ability to accurately and clearly complete required paperwork. Knowledge of nomenclature and conventional symbols of mapping, architectural, and engineering drawings. Knowledge of source documents such as proposals, plans, specifications, standard plans, supplements, memorandums, and manuals. Skill in operating computers and related software applications to record and receive data and make decisions regarding highway field work.
CERTIFICATES, LICENSES, REGISTRATIONS:
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 entries on these pages are accurate and complete.

STACI ERICKSON 1/28/2020
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.

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.

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

Supervisor Date

Employee Date