

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. TRNSTCHAB11R

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 TECHNICIAN-A	10. Division Metro Region
5. Working Title (What the agency calls the position) Operations Technician	11. Section Oakland TSC
6. Name and Position Code Description of Direct Supervisor POZOLO, THOMAS E; ENGINEER MANAGER LICENSED-3	12. Unit Development
7. Name and Position Code Description of Second Level Supervisor SWANSON, LORI; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 800 Vanguard Drive, Pontiac, MI 48341 / M-F 7:30am to 4:30pm

14. General Summary of Function/Purpose of Position

The primary purpose of this position is to recognize resource performing field review and inspection functions on all MDOT routes within Oakland County. This position will assist the Operations Engineer, Permit & Utilities Engineer, Traffic Safety Engineer, and Traffic Operations Engineer. This position receives direction from the Lead Operations Technician (Transportation Technician 12).

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

Recognized resource for performing field reviews and inspection work

Individual tasks related to the duty:

- Inspect permitted construction and utility work
- Coordinate and schedule inspections with permit applicants.
- Ensure safe and appropriate maintenance of traffic (MOT) set-up in field.
- Ensure construction work complies with permit plans, Standard Plans, MDOT Specifications, ADA guidance, etc.
- Resolve inspection issues during construction.
- Conduct field review of completed work and final out permits.
- Perform regular field inspections of all MDOT Oakland TSC routes
- Identify all missing or damaged assets (guardrail, signs, pavement markings, graffiti, attenuators, etc.). Initiate action.
- Review MOT installations and address abandoned traffic control devices.
- Identify unpermitted work and encroachments into MDOT ROW and initiate action.
- Remove illegal signs, etc. from MDOT ROW.
- Identify potential safety concerns related to unclear signs or pavement markings.

Duty 2

General Summary:

Percentage: 25

Assist Permit Engineer with the review of construction and utility permit applications

Individual tasks related to the duty:

- Review initial applications for completeness.
- Perform initial plan review
- Interpret and apply MDOT design standards and specifications, and MDOT geometric and safety guidelines to submitted permit plans and specifications.
- Perform field review of permit sites as needed
- Identify areas that require more review (drainage, MOT, maintenance issues, safety/access management, etc.).
- Make recommendations regarding access management, driveway layout, and MOT restrictions.
- Review plans for constructability
- Distribute plans and compile review comments as necessary
- Assure compliance with MDOT and Metro Region permit specifications and procedures.
- Make necessary environmental, historical, and other database checks
- Prepare and document all permit related communications.
- Meet with permit applicants, engineers, local agencies, etc. as necessary
- Coordinate permit work with on-going and future MDOT projects.
- Coordinate permit lane closures with the Traffic Operations Engineer
- Recommend permits for approval.
- Process permits and manage record documentation
- Manage permit GIS map
- Review all advance notice
- Maintain/manage log of all permit pavement patches

Duty 3

General Summary:

Percentage: 10

Assist Traffic Safety Engineer and Traffic Operations Engineer

Individual tasks related to the duty:

- Assist in performing user delay cost analyses and crash analyses.
- Assist in the direction and/or oversight of consultant work regarding signing, pavement marking, and MOT on const. projects.
- Assist in the administration of consultant contracts initiated by the TSC for traffic and safety related work.
- Coordinate MOT issues on county wide and region wide levels. Maintain involvement with active construction projects.
- Contact and coordinate MOT work with local agencies and area businesses.
- Coordinate MOT closures and detours with other MDOT and local agency projects.
- Review and critique staging, traffic control devices, and traffic operation at active construction sites.
- Serve as traffic and safety advisor during construction stage.
- Participate in formal work zone reviews. Write follow-up reports
- Install traffic counters.
- Perform traffic speed studies
- Perform pedestrian counts, vehicle turning counts, and other site reviews as required.
- Perform reviews of construction plans for traffic and safety, and operations functions assigned to the TSC
- Maintenance of traffic (MOT) plans
- Permanent Pavement Marking Plans
- Non-Freeway Signing Plans
- Freeway Signing Plans
- Prepare lane closure notices

Duty 4

General Summary:

Percentage: 10

Miscellaneous assignments required to fulfill TSC functions

Individual tasks related to the duty:

- Identify, assign, and review co-op work assignments.
- Prepare conceptual drawings.
- Interpret and apply AASHTO guidelines, MDOT design standards and specifications, and geometric and T&S guidelines.
- Compute or check basic calculations.
- Prepare maps and presentations using CADD, ArcGIS, PowerPoint, or other software.
- Assist Oakland TSC Operations on special projects.
- Perform PASER ratings, Maintenance Performance ratings, and others as required.
- Develop and maintain inventory of traffic safety devices.
- Field review and evaluate AAH and SAH programs' work
- Determine locations for Adopt-a-Highway, Sponsor-a-Highway, and Logos signs
- Process and issue transport permits
- Review super-load and house move permits.
- Recommend super-load and house move permits for approval
- Provide backup support for oversize and overweight load permits.

Duty 5

General Summary:

Percentage: 5

Address signing and pavement marking issues

Individual tasks related to the duty:

- Develop, update, and maintain Oakland TSC policy, procedures, guidelines, etc. related to signing and pavement marking.
- Design sign layout using computer software applications (SignCAD).
- Prepare and administer Transportation Work Authorizations (TWA).
- Coordinate TSC participation in the annual pavement marking contract.
- Coordinate TSC participation in corridor and freeway signing contracts.
- Respond to citizen concerns regarding traffic signing and pavement marking issues.
- Coordinate signing and pavement markings with local agencies.
- Develop and maintain signing and pavement marking inventories.

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

- Decisions regarding the acceptability of plans and other application submittals.
- Decisions regarding the application of MDOT standard plans, permit policies and permit procedures.
- The quality of construction within MDOT right-of-way and the flow of traffic may be impacted by these decisions.

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

- Changes in policy.
- Complex design situations not covered by MDOT routine guidelines or standards.
- Potentially controversial or political correspondence.

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.

Field work (site reviews) with exposure to the natural elements, heavy traffic, and rugged terrain. Walking, climbing, and standing required. Some lifting (traffic control devices, signs, etc.) may be required. Must be able to read documents, plans, and perform field related duties with or without corrected vision. Some travel may be required outside the normal work hours.

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?

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

Requesting to update PD as the last PD on file is from October 1988.

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

TSC Operations handles traffic and safety, traffic operations, maintenance, drainage, permits, and utility coordination work for the TSC. This position is responsible for technical assistance in all of those areas.

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

EDUCATION:

Associate degree in civil technology, drafting technology, or architectural technology.

EXPERIENCE:

Transportation Technician 11

Three years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician E10.

Alternate Education and 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, drafting, 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 technician level 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 two years experience equivalent to an Engineering Assistant 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, drafting, 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 work cooperatively in a team effort.
- Developing knowledge in plan reading, GIS mapping, MOT design, ADA guidelines, and construction best practices.
- Effective organizational skills and basic computer knowledge is required.

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 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

6/15/2022

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