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| CS-214  Rev 11/2013 |  | Position Code |
|  | 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) |
|  | Highways |
| 4.Civil Service Position Code Description | 10. Division |
| Transportation Engineer 9-P11 | Metro Region |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Connected and Automated Vehicles Staff Engineer | Executive |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Michele Meszler-Mueller; State Administrative Manager-1 | Connected and Automated Vehicles |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Kimberly Webb; Senior Management Executive | 18101 W. Nine Mile Road, Southfield, MI  Mon.-Fri., 7:30-4:30 (hours may vary) |
| 14. General Summary of Function/Purpose of Position | |
| This position will perform engineering technical work for Connected Vehicle (CV), Automated Vehicle (AV) and Advanced Mobility projects in the Metro Region and other areas as needed. This involves learning and supporting technical efforts in the Connected and Automated Vehicle areas in Metro Region in areas of reviewing standards and specifications, assisting with Connected Vehicle infrastructure, data and application development, and participating with internal/external partner outreach activities. This position may also support other projects and initiatives in Metro Region and other areas as needed. | |
| 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  Connected and Automated infrastructure installation testing. | |
| **Individual tasks related to the duty.**  • Review detail plans for Connected and Automated infrastructure installation.  • Interprets specifications and plans; prepares and checks detail plans for conformity to engineering practices and standards.  • Participate in field installation and testing for Connected and Automated Vehicles.  • Participate in field testing for hardware and software installations; determines the validity and reliability methods and procedures. | |
| Duty 2 **General Summary of Duty 2 % of Time** 40  Assist the CAV team with the implementation and operations of the Connected and Automated Vehicle infrastructure in the Metro Region. | |
| **Individual tasks related to the duty.**  • Demonstrate the Metro Region’s value of “working together” by collaborating with other project team members, MDOT staff, federal and state agencies, cities, community groups, members of the public, and business groups for safety and mobility benefits.  • Assist in the planning and coordination for the development and deployment of Connected and Automated Vehicles technologies.  • Assist with the data needs for operation of the CAV infrastructure and applications.  • Ensure accuracy of the bidirectional data and decision support system.  • Prepare written project reports, presentations, documents and correspondence as needed. | |

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| Duty 3 **General Summary of Duty 3 % of Time** 10  Participate with the Connected and Automated Vehicle Unit at various meetings with other MDOT personnel, representatives of local agencies, the motoring public or other MDOT customers for advancing safety and mobility in MDOT. |
| **Individual tasks related to the duty.**  • Attend meetings as assigned by the supervisor and prepare written minutes as required by the supervisor. |
| Duty 4 **General Summary of Duty 4 % of Time** 5  Proactively participate in the career planning and performance review process with your supervisor. Provide timely feedback when requested and support other team members by implementing areas of “the MDOT House.” |
| **Individual tasks related to the duty.**  • Meet with your supervisor at the requested frequency to discuss your performance and provide input regarding project work assignments, training, or other career related items.  • Be proactive during your reviews and provide supporting documentation consistent for the rating provided by your supervisor.  • Seek out new opportunities and ideas to improve your performance and that of the work group.  • Provide information to your supervisor during your reviews.  • Display behaviors consistent with “the MDOT house” and the Metro Region Mission, Vision, and Values. |

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| Duty 5 **General Summary of Duty 5 % of Time** 5  Other duties as assigned, which may include, but are not limited to: |
| **Individual tasks related to the duty.**  • Enhance technology use for project related tasks.  • Represent the department at various meetings.  • Build positive relationships between MDOT and external stakeholders, including local communities, and the construction and consultant industry. |
| 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.  • Enhance technology use for project related tasks.  • Represent the department at various meetings.  • Build positive relationships between MDOT and external stakeholders, including local communities, and the construction and consultant industry. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  Any decision that involves MDOT policy or is unclear. When interpretation of standards and/or other design guidelines is required. There may be unique situations with no precedent which will require the supervisor's review. Decisions that affect the cost or schedule of a project. | | | |
| 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.  Occasional field work (site reviews) and exposures to high traffic and exposure to the natural elements (walking, climbing, and standing required).  May require extended periods of time working on a computer.  May require travel to meetings outside the normal working hours.  Occasional overnight travel to training classes or conferences. | | | |
| 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?  Learning and supporting engineering technical efforts in the Connected and Automated Vehicle areas in Metro Region in areas of reviewing standards and specifications, assisting with Connected Vehicle infrastructure, data and application development, and participating with internal/external partner outreach activities. This position may also support other projects and initiatives in Metro Region and other areas as needed. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  This is a new position. |
| 25. What is the function of the work area and how does this position fit into that function?  The work area is responsible for Metro Region support and leads the department efforts in the Connected Vehicle, Automated Vehicle, and Advanced Mobility areas. This position serves to provide support for Connected Vehicle and Advanced Mobility projects. All positions responsibilities directly support Metro Region CV and AV activities. |
| 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 amount or type needed.  Transportation Engineer – 10: One year of professional engineering experience involved in transportation systems and programs equivalent to a  Transportation Engineer – 11: One year of professional engineering experience involved in transportation systems and programs equivalent to a |
| 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 deal effectively with others. Resourcefulness and ability to use initiative in carrying out assignments while working independently. Ability to apply engineering principles to ITS projects. Computer knowledge. Familiarity of ITS is highly desirable. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  • The duties of this position require a valid driver license. |
| *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.**