**State of Michigan**

**Civil Service Commission**

Capitol Commons Center, P.O. Box 30002

Lansing, MI 48909

**Position Code**

1.

**POSITION DESCRIPTION**

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| 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 ENGINEER- 9-P11 | **10. Division**  UNIVERSITY REGION |
| **5. Working Title (What the agency calls the position)**  TRANSPORTATION ENGINEER | **11. Section**  Lansing TSC |
| **6. Name and Position Code Description of Direct Supervisor**  Vacant, Operations Engineer EML - 3 (14) | **12. Unit**  TRAFFIC & SAFETY |
| **7. Name and Position Code Description of Second Level Supervisor**  Gregory Losch, State Administrative Manager 15 | **13. Work Location (City and Address)/Hours of Work**  2700 Port Lansing Rd., Lansing, MI 48906 / M-F, 7:30 am - 4:30 pm  (Hours may vary) |
| **14. General Summary of Function/Purpose of Position**  To perform engineering functions applying education and experience as a professional within the Lansing Transportation Service Center in the areas of traffic and safety, design, asset management, construction, project management, bridges and miscellaneous areas as required. | |

**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: 70**

Perform general engineering functions in the areas of design, traffic and safety, construction, and other areas as assigned.

**Individual tasks related to the duty:**

1. Prepare plans, specifications and estimates for a variety of different construction projects within the Lansing Transportation Service Center.

2. Determine maintaining traffic schemes and prepare maintaining traffic specifications and traffic staging plans for construction projects Lansing TSC area

3. Assist in the oversight of construction contracts and consultants performing construction oversight services.

4. Prepare and maintain asset management database for region assets.

5. Perform traffic studies, safety reviews, and operational analysis.

6. Perform reviews of work zone safety and operations.

**Duty 2**

**General Summary: Percentage: 10**

Represent the Lansing Transportation Service Center in meetings within MDOT, with other agencies or with the public.

**Individual tasks related to the duty:**

Attend various meetings to provide or gather information concerning the operations of the region's trunklines or concerning the development of construction of projects on the region's trunklines.

**Duty 3**

**General Summary: Percentage: 20**

Gather field information & other duties as assigned.

**Individual tasks related to the duty:**

1. Perform field inspections to gather data for the production of plans, specifications and estimates.

2. Perform site visits to gather information on the operations of various trunkline facilities.

3. Attend field reviews of plans for proposed construction projects.

4. Perform asset management data collection.

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

Decisions that involve the application of standard design practice. The decisions will affect the design or construction of a project. Decisions that involve cost and scheduling of various projects and programs. The decisions will affect the progres of design, maintenance and construction projects.

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

When accepted policies or procedures are not applicable to the situation. Also if decision will have a large publicity or cost impact.

**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 normal physical effort of bending, stooping and reaching for plans, moving heavy or bulky loads, sitting for long periods of time in front of a computer, overtime, heavy workload situation with tight and multiple deadlines and numerous assignments. Ability to inspect or investigate activity sites, including traversing all types of terrain and various highway structures in all types of weather and traffic reviews. Must have corrected vision to read plans and perform field-related duties.

**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?**

To provide engineering functions independently applying education and experience as a professional in the general areas of cost and scheduling, design, traffic safety and operations and project management. Work is performed under general MDO and FHWA guidelines. Must be able to communicate effectively. Ability to inspect or investigate varied construction or activity sites, including traversing all types of terrain and various highway structures in all types of weather and traffic conditions. Travel is required for meetings, inspections and field reviews.

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

Need to add STP designation to protect pay for preferred candidate.

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

Provide region-wide engineering assistance, cost and scheduling assignments and miscellaneous managerial support.

**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:**

**Transportation Engineer 9**

No specific type or amount is required.

**Transportation Engineer 10**

One year of professional engineering experience involved in transportation systems and programs equivalent to a

Transportation Engineer 9.

**Transportation Engineer P11**

Two years of professional engineering experience involved in transportation systems and programs equivalent to a

Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic civil engineering knowledge and the ability to communicate effectively.

**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.**

None

***I certify that the entries on these pages are accurate and complete.***

KELLEY SCHMITT

**Appointing Authority**

1/26/2016

**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**