

Position Code 1.

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

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
Vacant	Transportation
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Highways
4.Civil Service Position Code Description	10.Division
Transportation Engineer-A (12)	Operations
5.Working Title (What the agency calls the position)	11.Section
Senior Staff Engineer	North Region
6.Name and Position Code Description of Direct Supervisor	12.Unit
Matt Radulski - EML 14	Gaylord Transportation Service Center (TSC)
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Jason Gailitis - SAM 15	1088 M-32 East, Gaylord, MI 49735 7:30 am - 4:30 pm - Mon-Fri - hours may vary - mgmt discretion

14. General Summary of Function/Purpose of Position

As a senior worker, performs on a regular basis, professional transportation engineering assignments which are recognized by Civil Service as more complex than those assigned at the experienced level. This position is a multi-disciplinary position in the areas of Call for Projects, design plan preparation and reviews, construction administration, traffic and safety engineering, utility and permits administration, and consultant contract oversight.

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 75

Design and prepare for large projects that include, i.e., storm sewers, major earth work, alignment relocation, or road e-construction. Problem solve requests from the Project Engineer when the plans do not fit the existing environment. Recommend and implement necessary changes to the plans. Represent the department at meetings with consultants, other State or Federal Agencies, and the general public. Extensive contact with local government officials. Additionally, as a senior worker, this position performs more complicated and unusual design projects in addition to completing assigned projects. Assist with transportation service center (TSC) call for projects process and scoping.

Individual tasks related to the duty.

- - Design and prepare preliminary and final plans for highways, bridge approaches, drainage structures, municipal utilities, and miscellaneous highway facilities.
- Problem solve requests from the Project Manager when the plans do not fit the existing environment. Recommend and implement necessary changes to the plans.
- Compile and analyze engineering data and prepare conclusions and recommendations.
- Estimate cost of projects and prepare proposal information to be included in contract documents.
- Develop data for public review, hearings, and informational meetings. Meet with representatives of private industry, local organizations, and citizens to discuss proposed highway construction activity.
- Request preliminary and background information to begin the preparation of plans. Also, participate in field and quality assurance reviews with federal and state agencies, local county, city, and region personnel. Involvement with recommendations affecting the project and responsible for the implementation of these recommendations into the final plans.
- Attend right-of-way (ROW) hearings to present ROW requirements to interested and affected parties.
- Write special provisions for non-standard pay items.
- Assist Project Management Engineer in the administration of consultant work that is needed to support the design of projects.
- Assist other TSCs and the region with similar design duties.
- Attend remaining service life (RSL) yearly reviews and pavement surface evaluation and ratings (PASER) as part of developing the TSC area Pavement Management Strategies.
- Perform initial field scoping for future projects and develop complete scoping packages with detailed cost estimates for the call for projects.

Duty 2

General Summary of Duty 2 % of Time 10

As a senior worker, resolve complex traffic and safety issues within the TSC Area. Utilize Traffic Engineering standards, guides, principles, techniques, and judgment to administer the safe operation and geometric design of highways and the installation of traffic control devices as their use is related to the safe and effective transportation of people and goods.

Individual tasks related to the duty.

- Where applicable, for projects in the TSC Area:
 - Prepare and coordinate maintaining traffic plans.
 - Conduct crash analyses and safety reviews for 3R/4R projects at a minimum.
 - Conduct crash analyses and safety reviews for design exceptions and design variances.
 - Prepare and coordinate Transportation Management Plan (TMP) development and execution for significant projects.
 - Perform mobility analyses.
 - Participate in project milestone meetings for input of traffic safety, operations, and work zone items.
 - Oversee a team of engineers and technicians in construction work zone reviews to verify adherence to standards and safe work practices on state and local government projects.
- Other traffic safety and operations tasks:
 - Conduct preliminary reviews for traffic control device installations, removals, and/or modifications. Prepare work authorizations and coordinate work related to these items.
 - Actively seek opportunities to improve traffic safety through strategies outlined in the North Region Toward Zero Deaths plan.
 - Prepare submittals during the call for projects process for the various Transportation Systems Management and Operations (TSMO) funding templates.
 - Conduct and/or coordinate vehicular speed measurements.
 - Complete Traffic Survey Requests for creating, modifying, and/or removing Traffic Control Orders within the TSC area.
- Prepare the analysis for the annual High Crash List generated by Safety Programs.
- Conduct and/or coordinate traffic counts for operational and safety studies.
- Participate in Road Safety Audits as a project owner (within the TSC area) and as a team member (outside the TSC area) as requested.
- Correspond in written and verbal form with local government officials, law enforcement agencies, and the general public regarding traffic safety and operations questions and concerns.
- Represent the TSC on the North Region Traffic and Safety Business Team.

Duty 3

General Summary of Duty 3

% of Time 5

As a senior worker, this position will administer utility coordination and the construction permit program within the TSC.

Individual tasks related to the duty.

Utilities:

- - Coordinate utility relocations involving gas, electric, phone, cable, and water system adjustments needed for Michigan Department of Transportation (MDOT) construction projects with impacted public utilities.
 - Facilitate information exchange between designers and utility owners for the location, adjustment, and/or relocation of utility facilities anticipated to be impacted by MDOT construction projects.
 - Evaluate responses from utility owners and review in collaboration with designers. Monitor for possible utility conflicts with proposed MDOT construction projects.
 - Review and analyze design plans at all stages in conjunction with designers to verify accuracy in depicting existing utilities and including necessary utility information and utility adjustments and/or relocations as agreed by all parties.
 - Determine the need for, schedule, and conduct utility relocation meetings. Arrange and conduct Utility Coordination meetings to resolve conflict(s) to ensure delivery of design requirements in accordance with MDOT policies and procedures.
 - Prepare and provide utility coordination proposal notices and provisions. Assure that all utility issues are resolved or sufficiently addressed within the project design and provide notices, provisions, and utility clearance documents to design project managers within the appropriate time frames to meet design and letting schedules.
 - Facilitate and monitor timely submittal, review, and issuance of permits for project-related utility work to avoid negative impacts on the project construction schedule.
 - Maintain project files for all utility coordination activities. Update and maintain all utility information receipts and transmittals, and related correspondence.

Permits:

- Review and provide guidance on permit applications as referred by the Transportation Technician(s). Provide guidance and expertise to facilitate the timely resolution of issues and timely permit issuance.
- Review and facilitate resolution of complex permit-related issues using the specifications, policies, standards, laws, and adherence to proper procedures.
- Review all engineering calculations submitted with permit submittals (including drainage analysis) for accuracy and adherence to proper procedures.
- Provide final review of all permit packages and final sign-off permit issuance.
- Provide guidance to the Transportation Technician(s), Transportation Maintenance Coordinator(s), and others who may be assigned to perform construction permit inspection.
- Organize and facilitate partnering meetings with area utility owners and high volume permit customers.
- Utilize the Construction Permit System (CPS), Lane Closure and Restrictions (LCAR), etc. to document projects and permit information and to monitor progress.
- Assist other TSCs and the region with similar utilities and permit duties.

Duty 4

General Summary of Duty 4

% of Time 5

As a senior worker, oversee complex construction projects requiring 100-200 pay items. Responsible for the engineering analysis of highway and bridge projects to fit field conditions to the plans. Interpret the intent of the project documents. Responsible for gathering written work orders and changes to contract quantities. Negotiate costs for extra work on projects. Oversee a team of engineers and technicians in conducting final project documentation reviews on state and local government construction projects. Schedule technicians and balance technician overtime.

Individual tasks related to the duty.

- Assist the Construction Manager in the administration of consultant work that is needed to support the construction of projects.
 - Assist in the management of all aspects involved in the delivery of contractor/MDOT construction contracts.
 - Assign staff to successfully complete inspection and survey requirements.
 - Conduct pre-construction meetings.
 - Recommend to the engineer of record, address questions concerning the approval of extra work, adjustments to the contract, and changes in work terms.
 - Ensure that project records are complete and orderly.
 - Ensure that projects are "finalized" in a timely manner.
 - Participate in all aspects of local agency federal aid projects from plan review through construction.
 - Serve as the primary contact for local governments to resolve project issues.
 - Participate in the statewide Local Agency Construction Engineers meetings, as needed.
 - Administer construction budget for extras and overruns of local government projects.
 - Execute consultant oversight contracts and the development/administration of said contracts.
 - Resolve differences between technicians and contractors to keep the project on schedule.
 - Recommend extensions of contracts due to traffic conditions, bad weather, and availability of materials and subcontracts.
 - Schedule technicians on a daily basis, balance and post technician overtime every two weeks.
 - Oversee warranty administration of Transportation Service Area projects, including the use of Statewide Warranty Administration Database (SWAD).
 - Assist other TSCs and the region with similar construction duties.

Duty 5

General Summary of Duty 5

% of Time 5

Build, strengthen, and maintain Transportation Service Area external customer base. Assist and solve customers' inquiries and assist in the measurement of Service Center processes.

Individual tasks related to the duty.

- Represent the department at meetings with consultants, other State or Federal Agencies, and the general public. Extensive contact is made with local government officials.
- Successfully respond to questions from the general public, business organizations, village and city managers, metropolitan planning organizations (MPOs), and rural task forces (RTFs).
- Jointly resolve transportation concerns to pro-actively meet the operational needs of the external customer.
- Meet with consultants, developers, contractors, local agencies, utility owners, and private individuals regarding access, geometrics, and traffic control along trunklines.
- Ensure that Region Communication Representative is made aware of all activities impacting trunkline and the motoring public.
- Participate in Transportation Service Center, North Region, and statewide business teams to ensure alignment in program delivery and policy implementation.

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.

This position will make decisions as to the means and methods to collect facts and analyze and present data to improve overall highway operations. Also decisions that involve standard practices, procedures, and policies applying engineering principles and practices consistent with MDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines. The decisions will affect and impact the traveling public, transportation providers, and stakeholders within the region on present and future highway operations. When called to assist personnel on an active construction project, when the traffic control plan cannot be done according to contract documents.

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

When there is a need for interpretation of department guidelines, policies, or procedures. Existing policy is unclear. Decision may be required from the executive level, personnel matters, assisting in mitigating controversies.

When changes in policy are required:

- Changes in previously approved project scope, cost, or schedules.
- Conflicts in engineering standards, practices, or legal requirements.
- Correspondence to or from elected officials.
- Issues that may have statewide impacts or could be precedent setting.

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.

Endurance to work long hours both in the office and in the field when necessary, which exposes individuals to hazards of moving traffic, construction equipment, and weather. Ability to work under pressure in order to meet deadlines. Walking on uneven terrain including climbing up and down roadway slopes. Lifting up to 20 pounds. Sitting at a computer for long periods of time. Occasional overnight travel.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

Coordinate and administer the Transportation Service Center business processes for system operations consisting of operations, traffic and safety engineering and analysis, scoping and programming, maintenance, construction administration, design plan preparation, utility coordination, and permit right-of-way review. As a lead in these areas, maintain alignment in the Transportation Service Center and with other Transportation Service Centers, regions, statewide, and the FHWA. This position is responsible for meeting complex deadlines, meeting MDOT customer needs, assisting in the resolution of complex issues to ensure successful process implementation, monitoring budgets and ensuring continued operations for the delivery of MDOT services and products. The duties also include optimizing the Transportation Service Centers efforts for mobility, reliability, and accessibility.

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

New establishment based on the approved Development Engineer at TSCD Senior Standards as described below:

- Description of Work #2 (Design) is referenced in Summary of Work in Duty 1.
- Description of Work #1 (Permits) is referenced in bullets 1, 5, and 12 of duty 3.
- Description of Work #3 (Construction) is referenced in the general summary of duty 4.

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

The work area is responsible for the planning and delivery of the programs and projects in the Transportation Service Center. This is a multi-disciplinary position in areas of Call for Projects, design plan preparation and reviews, construction administration, traffic and safety engineering, utility and permits administration, and consultant contract oversight.

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.

Possession of a bachelor of science degree in civil engineering preferred.

EXPERIENCE:

Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Engineering principles and practices used in location design, construction and maintenance of all types of highways, bridges and related structures. Highway laws, codes, and standards and specifications pertaining to highway engineering and costs. Materials, methods, and techniques used in the design, construction, and maintenance of highways, bridges, and related structures. Traffic operations theory and practice.

Ability to:

Make mathematical computations and design engineering projects. Use engineering instruments and tools including computers and engineering workstations. Read, interpret, and prepare engineering plans, specifications, and technical reports. Maintain records and prepare reports and correspondence related to the work. Maintain favorable public relations.

Must possess strong and effective organization, team building, facilitation, leadership, and communication skills – both verbal and written.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's 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.