

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

<b>Position Code</b> 1. TRAENGAC96R
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## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highways
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENGINEER-A	<b>10. Division</b> Southwest Region
<b>5. Working Title (What the agency calls the position)</b> Traffic Safety and Operations Engineer	<b>11. Section</b> Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> BRINK, STEPHEN P; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Traffic Safety and Operations Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> COOPER, JANINE; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 1501 E. Kilgore Road, Kalamazoo, MI 49001 / 7:30 a.m.- 4:30 p.m. Monday-Friday (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>  This position functions as the recognized resource for traffic operations at the region with additional work in traffic safety, work zone operations, design plan preparation and construction coordination. This position also is the region resource for Intelligent Transportation Systems (ITS). Responsible for advancing the Region's efforts to optimize traffic operations by focusing on congestion, reliability, and accessibility. The Traffic Safety and Operations Engineer maintains alignment within the region and with other TSCs, Lansing, and the Federal Highway Administration (FHWA). This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT services and products. Successful and continuing customer contact is a requirement for this position.	

**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: 35**

Recognized resource for traffic operations and Intelligent Transportation Services (ITS). Provide oversight for the planning, design, construction, and operations of the region's ITS projects.

**Individual tasks related to the duty:**

- Coordinate with TSC staff in identifying locations for ITS or operational improvements.
- Coordinate with TSC staff on traffic analysis for scoping operational improvement projects.
- Prepare documentation required for obtaining ITS and operational project funding.
- Review plans and proposals for all ITS projects within the region for compliance to standards and guidelines, verify calculations, and participate in review meetings.
- Assist project designers on specific traffic operations or ITS questions or issues that arise during design.
- Coordinate with designers and maintenance personnel on ITS devices.
- Assist delivery staff on ITS issues during construction.
- Oversee system manager services (design-services during construction) for ITS projects.
- Participate in ITS post construction reviews to evaluate projects and note suggestions for future projects.
- Participate in statewide meetings related to ITS.
- Maintain current ITS asset inventory data.
- Monitor device performance and sensor accuracy to ensure system functionality and effectiveness.

**Duty 2**

**General Summary:**

**Percentage: 30**

Advance the Region's efforts to optimize traffic operations by focusing on congestion, reliability, and accessibility. Monitor delays caused by incidents, and winter weather; strategize and implement methods to reduce unexpected delays.

**Individual tasks related to the duty:**

- Monitor highway operations for reliability issues utilizing data analytics. Report on areas of concern and include methods for improvement.
- Assist TSCs with new developments to ensure operational efficiency and review Traffic Impact Studies for proposed developments.
- Coordinate with maintenance personnel to collect and manage data for winter operations to improve winter response.
- Coordinate with the TSCs to identify, evaluate, prevent, and reduce incidents and their impacts.
- Coordinate improved Traffic Incident Management by various means including training.
- Coordinate region's mobility activities with the State Transportation Operations Center (TOC) and other TOCs.
- Develop and coordinate Operations Call for Projects for the region.

**Duty 3**

**General Summary:**

**Percentage: 15**

Oversee the region's work zone performance monitoring program.

**Individual tasks related to the duty:**

- Maintain current work zone lane closure restrictions.
- Review and provide recommendations for Transportation Management Plan (TMP), Maintenance of Traffic (MOT) and Temporary Traffic Control Plans.
- Monitor and oversee efforts to comply with Work Zone Safety and Mobility Policy.
- Monitor work zone operations and recommend mitigation if necessary, to improve the safety and/or operations.
- Perform RITIS reviews for the region's work zones to determine operational deficiencies.
- Perform work zone operations field reviews.
- Coordinate electronic message sign use for work zone signing with construction and operations staff and the State Transportation Operations Center.
- Partner with maintenance personnel on efforts to improve worker safety in relation to maintenance work zones.
- Summarize the operations the region's work zones on an annual basis.

**Duty 4**

**General Summary:**

**Percentage: 15**

Provide support services to the region and TSC staff in traffic safety and operations.

**Individual tasks related to the duty:**

- Support the Region Safety Program including the Safety Call for Projects.

- Assist the TSCs in preparation of documentation required for obtaining safety funding.
- Assist project designers on specific traffic and safety questions or issues that arise during design.
- Participate in road safety audits.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Represent the region at stakeholder meetings.
- Serve on technical committees.
- Attend seminars and training.

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

Decisions on complex work methods and regarding technical issues. Decisions based upon past practices and upon current guidelines and standards. Prioritizing responsibilities to meet multiple deadlines. Determine when input is needed from local agencies, TSC's, or specialty resource areas.

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

When there is a need for interpretation of Dpartment guidelines, policies, or procedures. When existing policy is unclear. When a decision may be required from the executive level; personnel matters; assistance in mitigating controversies; revision of a program schedule.

**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.**

Moving in and around an office setting, including sitting at a computer for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including climbing up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to traffic, including moving in and out of traffic. Climbing under bridges, wading in water as required. Occasional overnight travel to training classes.

**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 | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | 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?**

This position functions as the recognized resource for traffic operations at the region with additional work in traffic safety, work zone operations, design plan preparation and construction coordination. Advance the Region's efforts to optimize traffic operations by focusing on congestion, reliability, and accessibility. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT services and products. Successful and continuing customer contact is a requirement for this position. This position also is the region resource for Intelligent Transportation Systems.

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

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

This position will be in the Operations Area of the Southwest Region Office. This area provides region-wide support for Intelligent Transportation Services and Traffic Safety and Operations. This position will also provide assistance to the Region Traffic Safety and Operations Engineer.

**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 12**

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.

**Alternate Education and Experience**

**Transportation Engineer 9 - 12**

Possession of a registered professional engineer license as required by the State of Michigan may be substituted for 6 months of experience at the Transportation Engineer 9-12 levels. This substitution may only be used once for any employee for qualification of appointment or early reclassification.

**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 meet and deal effectively with others. Resourcefulness and ability to use initiative in carrying out and an assignment while working independently. Ability to apply engineering principles to construction and design problems. Understanding of engineering and scientific principles and record keeping procedures. Computer network and communication knowledge.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license is required. Working toward a Professional Engineering 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

4/19/2021

\_\_\_\_\_  
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