State of Michigan
Civil Service Commission

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

Position Code
1. TRAENGAD36R

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)** Highways
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-A	**10. Division** Metro Region
5. Working Title (What the agency calls the position) Traffic Safety Engineer	**11. Section** Oakland TSC
6. Name and Position Code Description of Direct Supervisor ABUATIH, MOHAMMAD Q; ENGINEER MANAGER LICENSED-3	**12. Unit** Operations
7. Name and Position Code Description of Second Level Supervisor PENZENSTADLER, ADAM J; ENGINEER MANAGER LICENSED-4	**13. Work Location (City and Address)/Hours of Work** 6510 Telegraph Road, Taylor MI 48180 / M-F 7:30 a.m. to 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves a senior level position responsible for traffic safety engineering for the Transportation Service Center (TSC). The goal of this position is to reduce crashes and crash severity in the TSC area by analyzing crash data, identifying and reducing hazards, improving geometry, and ensuring proper signing and pavement markings. The Traffic Safety Engineer must maintain 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 the Michigan Department of Transportation (MDOT) services and products.

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:** **30**

Lead efforts at the TSC to optimize traffic safety. Coordinate efforts at the TSC and with the region for identifying and analyzing needs and implementing and evaluating solutions. Gather and analyze data and prepare reports. Responsible for reviewing, preparing, analyzing, interpreting, and completing reports for accuracy and take appropriate actions. Some reporting examples may include but not limited to crash analysis, various studies, and asset management.

Individual tasks related to the duty:

- Coordinate with Region Traffic & Safety on implementation of the Towards Zero Deaths (TZD) strategy, and associated projects and efforts.
- Identify safety improvement locations, high crash list, fatality and serious injury region wide maps, Resurfacing, Restoration & Rehabilitation (3R) and New Construction & Reconstruction (4R) safety reviews, customer concerns, and pavement friction analysis.
- Oversee a team of engineers and technicians in work zone reviews to verify adherence to standards on state and local government projects. Perform maintaining traffic plans for inclusion into the project documents.
- Perform crash data trend analysis to categorize to determine potential roadway fixes. Perform analysis to determine the time of return for potential locations for traffic and safety funding. Work with Region to submit traffic and safety candidate locations for Safety Call for Projects on behalf of the TSC to Region.
- Participate in Road Safety Audits.
- Provide expertise to traffic safety stakeholders, including proposing improvements to reduce crashes. Engagement is made with local government agencies, customers, and stakeholders relating to traffic operations.
- Work with region to recommend speed zone modifications.
- Identify congestion issues and propose solutions for the TSC.
- Propose, develop, and work with region to submit candidates for the Operations Template Program.

Duty 2

General Summary: **Percentage:** **30**

Administer the traffic safety business processes for the TSC. Serve as technical expert providing guidance, quality control review and direction.

Individual tasks related to the duty:

- Serve as primary TSC contact for all traffic and safety issues.
- Review, interpret, and approve complex permits utilizing MDOT standards (e.g., permit with multiple items that need to be reviewed as part of the project (e.g., road diet, major street scaping improves with parking changes (completed by a municipality). A complex permit would include major development in which traffic impact study, and other coordination is required.
- Review, interpret, and approve or deny commercial and residential driveway applications, signing and geometric designs.
- Review permit applications for conformity to geometric design, access management, signing/signals/pavement markings, passing and stopping sight distance, and roadside safety considerations.
- Develop, update, and maintain TSC procedures, guidelines, etc. related to access management, geometrics, guardrail, roadway/roadside safety, signals, Specific Information Trademark Business (LOGOS) and Tourist Oriented Directional Signs (TODS) and pedestrian/bicycle safety.
- Represent MDOT in court and depositions as an expert witness regarding traffic and safety issues.
- Respond to requests for permanent traffic safety features.
- Review site locations, recommend spot improvements, and provide design guidance.
- Initiate and/or review Transportation Work Authorizations (TWA) and Traffic Control Orders (TCO).
- Research and satisfy Freedom of Information Act (FOIA) requests involving Traffic & Safety.
- Maintain traffic and safety related files including supporting documentation of data collection, analysis, studies, calculations, correspondence, and any action taken.
- Work on traffic signal concerns from constitutes and optimize signal operations.

Duty 3

General Summary: **Percentage:** **30**

Perform Quality Control and Quality Assurance review on engineering products including design plans, construction administration documents, engineering studies, and other specialty areas.

Individual tasks related to the duty:

- Design and/or review plans for permanent traffic safety features (signing and pavement markings and delineation, guardrails, etc.), safety analysis, and design exceptions.

- Support project development by reviewing contract documents and making recommendations during scoping and design phases of projects funded by 3R/4R and specialty templates including Congestion Mitigation and Air Quality (CMAQ)/ Intelligent Transport System (ITS)/ Commercial Vehicle Strategy Team (CVST).
- Coordinate TSC participation in plan development for traffic signal contracts.
- Review Traffic Impact Studies and ensure appropriate roadway improvements are included in permits to mitigate traffic congestion and unsafe situations generated by developments.
- Develop permanent pavement marking quantities as part of the project development process.

Duty 4

General Summary: **Percentage: 10**

Other duties as assigned, which may include, but are not limited to:

Individual tasks related to the duty:

- Coordinate with Traffic & Safety consultants.
- Serve as primary TSC contact for traffic and safety inquiries, complaints, action items, and provide records management and retrieval (old plans, survey information, etc.).
- Participate as a member of various committees.
- Initiate/attend meetings with citizens, local and state police, local agencies, task force groups, special interest groups, etc.
- Process and administer cost agreements for traffic signal control in conjunction with region and Lansing Signals Unit.
- Coordinate with region to ensure signal device inventory updates are made.
- Model various traffic scenarios or review consultant prepared models software including Synchro and Vissim.
- Map data using ARC Geographic Information System (GIS).
- Serve as the back up to the Oakland TSC's Traffic Operations Engineer and be aware of that areas ongoing activities.
- Other duties as assigned.

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

Prioritizing responsibilities in order to meet multiple deadlines. Determine when input is needed from local agencies, TSCs, or specialty resource areas. Answering computer questions and engineering methods. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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. 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. Position may require availability outside normal working hours based on operational needs.

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?

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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?

The TSC manages the transportation system and providing customer service to the public, business agencies, and municipalities within the TSC area. This includes issuing permits, administering maintenance activities, resolving complex traffic and safety issues, developing and maintaining traffic plans, designing road and bridge projects, coordinating construction projects, and evaluating road and bridge facilities within the TSC area. This position supports the TSC in all matters regarding Traffic & Safety.

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

EDUCATION:

Possession of a bachelor's degree in a field of 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 Michigan Professional Engineer License may be substituted for 6 months of Transportation Engineer experience. This substitution may only be used once for any employee for qualification of appointment or early reclassification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Organize and set priorities for work assignments.
- Communicate effectively.
- Serve as an expert witness.
- Maintain records, prepare reports and correspondence related to work.
- Promote and maintain favorable public relations.

Knowledge of:

- MDOT management systems, processes and procedures.
- Engineering principles.
- Scientific principles related to transportation.
- Mathematics used in engineering work.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

ASHLEY PARSONS | 10/7/2026

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**