

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

<b>Position Code</b> 1. TRAENGAD78R
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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> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Traffic & Safety Engineer	<b>11. Section</b> Macomb TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> SINGER, SCOTT; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Operations
<b>7. Name and Position Code Description of Second Level Supervisor</b> BUCKNER, DREW L; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 26170 21 Mile Road, Chesterfield MI 48051 / M-F 7:30 - 4:30 (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b> This position serves as the recognized resource for traffic safety engineering for the Macomb Transportation Service Center (TSC). The overarching goal of this position is the reduction of crashes and crash severity in the TSC by analyzing crash data, identifying and reducing hazards, improving geometry, and ensuring proper signing and pavement marking. The Traffic Safety Engineer is to 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 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: 35**

Serve as the recognized resource at the Macomb 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 are not limited to crash analysis, various studies, and asset management.

**Individual tasks related to the duty:**

- Identify safety improvement locations identified by the transparency report, 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 corridor and jurisdictional area crash data analysis for the TSC.
- Work with Region to submit candidates for Safety Call for Projects.
- Responsible for performing Time of Return (TOR) analysis for candidates.
- Participate in Road Safety Audits.
- Provide expertise to traffic safety stakeholders, including proposing improvements to reduce crashes.
- Responsible for entering high crash and friction updates into the Safe Status (SAFESTAT) system.
- Work with Region to recommend speed zone modifications.
- Assist Region to identify congestion issues and administer a bottleneck mitigation plan for the TSC.
- Propose, develop, and submit candidates for the Congestion Mitigation & Air Quality (CMAQ) Program.
- Work on signal concerns from constituents and optimize signal operations.

**Duty 2**

**General Summary:**

**Percentage: 30**

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

**Individual tasks related to the duty:**

- 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.
- Review permit applications for conformity to geometric design, access management, signing/signals/pavement markings, passing and stopping sight distance, and roadside safety considerations.
- Review Traffic Impact Studies for permit projects. Ensure appropriate roadway improvements are included in permits to mitigate traffic generated by developments.

**Duty 3**

**General Summary:**

**Percentage: 25**

Perform Quality Control (QC) and Quality Assurance (QA) 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, 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 CMAQ, Intelligent Transportation System (ITS) and Commercial Vehicle Strategy Team (CVST).
- Coordinate TSC participation in plan development for traffic signal contracts.
- 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 in SAFESTAT.
- 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 questions using computer programs 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.**

Typical duties associated with an office environment, including extensive use of a computer. Travel to projects and offices statewide. Traversing uneven terrain, including climbing up and down roadway slopes, transporting materials up to 25 lbs and working near 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):**

- |   |  |
|---|--|
| <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. |

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 serves as the recognized resource for traffic safety engineering for the Macomb TSC. The over arching goal of this position is the reduction of crashes and crash severity in the TSC by analyzing crash data, identifying and reducing hazards, improving geometry, and ensuring proper signing and pavement marking. The Traffic Safety Engineer is to maintain alignment within the Region and with other TSCs, Lansing, and FHWA. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT services and products.

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 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:
  - organize and set priorities for work assignments, and to assign and explain them to subordinates.
  - communicate effectively.
  - serve as an expert witness.
  - maintain records, prepare reports and correspondence related to work.
  - promote and maintain favorable public relations.
- Knowledge of:
  - engineering principles.
  - scientific principles related to transportation.
  - mathematics used in engineering work.
  - MDOT management systems, processes and procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license is required.

**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

2/27/2025

\_\_\_\_\_  
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