

## 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> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENGINEER-A	<b>10. Division</b> University Region
<b>5. Working Title (What the agency calls the position)</b> Traffic Operations Engineer	<b>11. Section</b> Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> PALMER, STEPHANIE R; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Traffic Safety and Operations
<b>7. Name and Position Code Description of Second Level Supervisor</b> SORENSEN, SAMUEL; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 4701 W. Michigan Ave. Jackson, MI 49201 / 7:30am-4:30pm, Monday-Friday (hours may vary)

**14. General Summary of Function/Purpose of Position**

This position functions as the recognized resource for Traffic Safety and Operations and Intelligent Transportation Systems (ITS) within the University Region providing support services in traffic safety, work zone operations, design plan preparation and construction coordination. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) services and products. This position requires possession of a valid driver's license to perform on-site reviews and measurements.

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: 60**

Recognized resource for Traffic Safety and Operations and Intelligent ITS. Provide oversight for the planning, design, construction, and operations of the regions ITS projects. Responsible for reviewing, preparing, analyzing, interpreting, and completing reports for accuracy and take appropriate actions.

**Individual tasks related to the duty:**

- Assist Transportation Service Center's (TSCs) in identifying locations for ITS or operational improvements.
- Assist TSC and 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.
- Use the MDOT Construction Permit System to review and communicate with agencies seeking to perform ITS related work within MDOT right of way.

**Duty 2**

**General Summary:**

**Percentage: 20**

Manage the Freeway Courtesy Patrol (FCP) contract for the region This duty requires possession of a valid driver's license to perform on-site reviews.

**Individual tasks related to the duty:**

- Oversee vendor contract for FCP services.
- Prepare contract documents related to the vendor services for FCP.
- Oversee day to day operations of the FCP Contract.
- Coordinate driver shift schedules for weekends and special events.
- Provide field inspection of the FCP services.
- Review customer concerns and work with the vendor to resolve issues and provide feedback to the customers.

**Duty 3**

**General Summary:**

**Percentage: 10**

Provide support services to the region and TSC staff in Traffic Safety and Operations. This duty requires possession of a valid driver's license to perform on-site reviews.

**Individual tasks related to the duty:**

- Prepare safety analysis with recommendations, maintaining traffic concepts, and mobility reviews for proposed TSC projects as part of the scoping and call for projects.
- Assist the TSCs in preparation of documentation required for obtaining safety funding.
- Prepare and review Transportation Management Plans (TMP) for TSC projects.
- Participate in review meetings for traffic and safety projects.
- Assist project designers on specific traffic and safety questions or issues that arise during design.
- Prepare and coordinate maintaining traffic plans for projects designed by region staff.
- Coordinate with designers and maintenance personnel on signals, signing, and pavement markings.
- Review work zones operations during construction and provide guidance and recommendations on improving safety and mobility.
- Assist delivery staff on traffic & safety and signal issues during construction.
- Review Traffic Impact Studies for proposed developments. Work with the TSCs to quantify traffic impacts and identify mitigation strategies for traffic impacts.
- Use Traffic Modeling Software to analyze traffic issues related to development projects and ensure uniformity and compliance with MDOT policies and procedures.
- Review and analyze traffic data and perform calculations. Communicate results of studies to other MDOT divisions, local governmental agencies, law enforcement officials, or private individuals.
- Perform field reviews and take measurements, collect traffic volume data, turning movements, delays, etc., and make recommendations based upon collected data.

#### Duty 4

##### General Summary:

Percentage: 10

Oversee the region's work zone performance monitoring program. This duty requires possession of a valid driver's license to perform on-site reviews.

##### Individual tasks related to the duty:

- Perform Region Integrated Transportation Software (RTIS) reviews for the region's work zones to determine operational deficiencies.
- Perform work zone operations field reviews.
- Perform crash reviews for work zones and compare to normal crash patterns.
- Monitor work zone operations and recommend mitigation, if necessary, to improve the safety and/or operations.
- Summarize the operations the region's work zones on an annual basis.
- 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.

Decisions on complex work methods and regarding technical issues. Decisions based upon past practices and upon current guidelines and standards.

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

Unique situations with no precedent or policy. 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.**

Work in an office environment, extensive use of a computer. Statewide travel with occasional overnight stay is required. Field investigation may involve being in adverse weather and working in close proximity to high-speed traffic. Traversing uneven terrain and roadway slopes, transporting materials up to 40 lbs. Conducting on-site reviews requiring engineering measurements, etc. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

**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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 Safety and Operations and Intelligent Transportation Systems (ITS) within the University Region providing support services in traffic safety, work zone operations, design plan preparation and construction coordination. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) services and products. This position requires possession of a valid driver's license to perform on-site reviews and measurements.

**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 works in the Operations Area of the University Region Office. This area provides region-wide support for ITS and Traffic Operations. This position provides 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:**

Knowledge of:

- Surveying and record keeping procedures.

Ability to:

- Communicate effectively.
- Work as a team member; oversee, lead, and train other workers.
- Make presentations before groups.
- Use initiative in carrying out assignments while working independently.
- Apply engineering principles to construction and design problems.
- Use computers/various software applications.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position. Continuous training as required or requested. Should be working toward Professional Engineer registration.

*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.

N/A

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

CHRISTINA TIJERINA

3/3/2026

\_\_\_\_\_  
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