

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) Bureau of Field Services (BFS)
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-A	10. Division Transportation Systems Management & Operations (TSMO)
5. Working Title (What the agency calls the position) Transportation Engineer 12	11. Section Intelligent Transportation Systems (ITS)/ITS Operations
6. Name and Position Code Description of Direct Supervisor ENGLE, JOHN; ENGINEER MANAGER LICENSED-3	12. Unit ITS Traffic Management/Congestion and Reliability
7. Name and Position Code Description of Second Level Supervisor FIRMAN, JASON D; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 6333 OLD LANSING ROAD, LANSING, MI 48917 / 7:30 A.M. - 4:00 P.M. HOURS M-F (HOURS MAY VARY)

14. General Summary of Function/Purpose of Position

This position serves as a senior level engineer serving as an engineering resource for the Intelligent Transportation Systems (ITS) Operations Section in the Transportation System Management and Operations (TSMO) Division. This position performs assignments in Congestion and Reliability to enable safe, reliable and seamless movement of people, goods, and services through coordinated application of programs, technologies, and business processes by collaborating with public and private partners across modes and jurisdictions to optimize resources and performance. This position provides operation support to the ITS Operations Section, regions, and Transportation Service Centers (TSC's).

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

Provide engineering expertise in the Congestion and Reliability Unit. This includes providing assistance and guidance to journey-level engineers throughout the department on large, complex, or sensitive projects. Provide support to the regions and TSC's personnel on various bottleneck issues and maintain performance measures on Michigan Department of Transportation (MDOT) roadways.

Individual tasks related to the duty:

- Guide and direct region, TSC, and local agency staff on the Michigan Bottleneck Reduction Program (MBRP).
- Provide guidance to journey level engineers throughout the department on large, complex, and sensitive projects.
- Research and provide recommendations on system improvement projects and technologies.
- Create models and simulations of the state trunkline.
- Use advanced computer software programs on complex geometric and operation scenarios.
- Review local signal optimization programs performed by consultants. Comment, recommend changes, and approve their product.
- Partner with MI-Drive web team to provide travel information electronically to the traveling public.
- Develop and maintain performance measures on user delay, costs, speeds, congestion, and reliability for reporting and to integrate with MDOT functions.
- Develop procedures and guidelines of newest methods for Regions and TSCs to operate state trunklines and freeways.
- Develop maps of various traffic information including user delay, costs, and congestion.
- Assist with Traffic Incident Management (TIM), and work with law enforcement, fire departments, Emergency Medical Services (EMS), and other local agencies to provide guidance on improving safety and traffic flow during traffic incidents.

Duty 2

General Summary:

Percentage: 20

Represent the unit at meetings within the department or with representatives of local governmental units and interested citizens to explain the department's policy regarding various congestion mitigation measures. The meetings are sometimes politically sensitive in nature with the consequences of such meetings possibly causing adverse publicity for MDOT and/or possible litigation against the department.

Individual tasks related to the duty:

- Represent the unit at meetings, committees, and conferences.
Prepare correspondence, reports and studies related to the unit, section, and division programs and initiatives.
- Provide guidance to the entry-experienced level engineers at public meetings in explaining or clarifying policy information or MDOT's position on sensitive or critical issues.
- Build relationships with internal and external partners to improve customer service.

Duty 3

General Summary:

Percentage: 10

Provide engineering expertise for the section regarding System Operations issues including support to traffic incident management, work zone safety and mobility, and traffic signals.

Individual tasks related to the duty:

- Assist in incident management planning sessions, meetings, exercises, de-briefing meetings, etc.
- Prepare and provide reports and recommendations on incident management.
- Provide data and input to department staff concerning traffic incidents, legislation, alternate routing, etc.
- Seek and evaluate alternative strategies to those requiring a heavy emphasis on infrastructure.
- Support work zone safety and mobility efforts for central office and regions including site reviews, plan reviews, and research activities.
- Optimize travel along local corridors by developing and evaluating system signal timing plans.

Duty 4

General Summary:

Percentage: 5

Work with internal and external partners to improve the movement of freight including performance measures, new technology, and information, and commercial vehicle enforcement.

Individual tasks related to the duty:

- Implement the commercial vehicle enforcement strategy.
- Provide support with MDOT's collaboration between MDOT regions and Michigan State Police (MSP) districts.
- Evaluate ways to improve the efficiency of freight movement.

Duty 5

Other duties assigned to support activities appropriate to the senior level.

Individual tasks related to the duty:

- Prepare correspondence, reports, and studies related to unit, section, and division programs and initiatives.
- Participate in cross-training opportunities.
- Other duties assigned.

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

This is a senior level position which requires a high level of independent decision-making abilities. The employee is required to perform duties with little or no immediate supervision. These types of decisions include:

- Suggest congestion and safety counter measures.
- Analytical and evaluation study methodology.
- Scheduling on-site reviews or meetings.
- Provide guidance to entry-experienced engineers.

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

When there is a need for interpretation of MDOT guidelines, policies, or procedures; or when an existing policy is unclear.

- When a decision may be required from executive level, personnel matters, assistance in mitigating controversies, or revision of program schedule.
- Decisions impacting statewide programs.
- Establishment of program objectives.
- Decision impacting budgets.

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 which requires extensive use of a computer.
- Statewide travel with occasional overnight stays is required.
- Climbing and transporting up to 50 pounds.
- Field investigation may involve being in adverse weather, traversing on rough, uneven terrain, and working in close proximity to high-speed 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 a senior level engineer serving as an engineering resource for the Intelligent Transportation Systems (ITS) Operations Section in the Transportation System Management and Operations (TSMO) Division. This position performs assignments in Congestion and Reliability to enable safe, reliable and seamless movement of people, goods, and services through coordinated application of programs, technologies, and business processes by collaborating with public and private partners across modes and jurisdictions to optimize resources and performance. This position provides operation support to the ITS Operations Section, regions, and Transportation Service Centers (TSC's).

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 Maintenance/Operations Services Section provides policies, procedures, and standards for operation issues related to the overall integrated transportation system. The Congestion and Mobility unit provides service to other divisions, bureaus, other DOT's, local agencies, businesses, the public, and external customers such as incident responders. This position provides engineering support duties.

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. Preferred Civil 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:

- Engineering office practices and procedures.

Ability to:

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

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.

N/A

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

CHRISTINA TIJERINA

5/7/2025

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