

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

Position Code 1. TRAENGAF44R
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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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highway Operations
4. Civil Service Position Code Description Transportation Engineer-A	10. Division Southwest Region
5. Working Title (What the agency calls the position) Operations Maintenance Staff Engineer	11. Section Operations
6. Name and Position Code Description of Direct Supervisor BRINK, STEPHEN P; ENGINEER MANAGER LICENSED-4	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor THOMPSON, WILLARD S; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 1501 E. Kilgore Road, Kalamazoo, MI 49001 / 7:30 a.m.- 4:30 p.m. Mon-Fri (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource as the Operations Maintenance Staff Engineer for the Southwest Region, performing technical engineering involving maintenance, emergency management, and contract administration. Focus areas within maintenance include assisting in the region's development of performance-based maintenance decisions, monitoring winter operations, tracking the region budget and developing business team goals. This position assists with assignments in the traffic safety and operations, construction and materials areas of the region. This position requires possession of a valid driver's license to perform field work and reviews.

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: 45

As the recognized resource, develops asset management strategies, performance measures & maintenance program optimization.

Individual tasks related to the duty:

- Develops and maintains region-wide maintenance performance measures, goals, dashboards, level-of-service targets, and progress reporting for various assets and maintenance operations. Makes recommendations to Associate Region Engineer.
- Utilizes performance-based maintenance and asset goals to assist the region, Transportation Service Center's (TSC), and maintenance garages in the planning, development, and implementation of annual work plans, providing cross-boundary consistency with asset needs and outcome targets.
- Coordinates and strategizes for long term maintenance of various assets including roadway, roadside, storm water control measures, and a vegetation management program.
- Analyzes costs to perform activities, optimize work methods, and support performance-based maintenance.
- Monitors garage spending versus performance outcomes and recommends adjustments.
- Maintains knowledge and provides support for the use of various software systems for maintenance, contract administration, and maintenance management systems.
- Prepares maps, videos and graphics for presentations, conferences, statewide meetings and as needed.
- Maintains records, prepares reports, and composes correspondence relative to work issues.

Duty 2

General Summary:

Percentage: 30

As the recognized resource, provides technical and engineering support for maintenance operations, engineering, and program implementation within the Southwest Region.

This duty requires possession of a valid driver's license to perform field work and inspections.

Individual tasks related to the duty:

- Develops and maintains knowledge of the most current maintenance standards, practices, and procedures. Performs research on the most modern and innovative maintenance work methods.
- Oversees, documents, reports, and promotes innovation within Maintenance operations. Supports efforts to improve operational safety, efficiency, and quality. Supports the development of use cases and implementation of best practices.
- Participates in project scoping, plan reviews, develops engineering solutions to maintenance issues, and assists construction with heavy maintenance projects and final inspections.
- Participates in the annual data collection of STORES (inventory) items.
- Monitors and developments region-wide incident management plans.
- Monitors department mobility guidelines for maintenance work zones.
- Provides incident management support for storm damage, flooding, debris, and emergency response.
- Supports other business areas in the region and Lansing.

Duty 3

General Summary:

Percentage: 15

Office building operations and oversight for the region.

Individual tasks related to the duty:

- Performs facility inspections at regular intervals.
- Inputs/tracks/approves/audits work orders and requests within the Department's facility management computer system for the Southwest Region Office.
- Provides monitoring and oversight of facility work order requests for the Coloma Business Office, Kalamazoo TSC, and Marshall TSC.
- Performs quality control activities of the facility including conducting facility assessments and identifying and scheduling necessary repairs and modifications. Supports facility improvement contracts with design reviews and final inspections.

- Ensures proper environmental function including material data sheets, energy consumption, and air quality.
- Manages the material inventory for the facility.
- Ensures the security of the facility and all of its contents.
- Ensures the safety of the maintenance operations of the facility including maintaining the Michigan Occupational Safety HA 300 log, posting appropriate safety information, and adhering to any safety protocols.

Duty 4

General Summary:

Percentage: 5

Performs winter operations support and monitoring.

Individual tasks related to the duty:

- Coordinates and optimizes snow route plans, cycle times, and material usage as needed.
- Works with garage supervisors and Maintenance Decision Support System (MDSS) software to monitor and report salt usage and inventories, salt and liquid usage, and salting rates and speed compliance.
- Supports salt, brine, equipment, and operator readiness to ensure winter performance objectives.

Duty 5

General Summary:

Percentage: 5

Performs other duties as assigned by the supervisor.

Individual tasks related to the duty:

- Provides support for the Region Traffic, Safety and Operations Engineer on ITS projects and initiatives as requested.
- Provides support in the development of operational strategies throughout the region.
- Provides support to the Region Construction Engineer.
- Provides support to the Region Materials Engineer.
- Leads and exemplifies the standards of visionary, ensures positive outcomes, people first, professional excellence and character & integrity.
- Performs 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.

Position assumes responsibility for increasingly complex maintenance engineering determinations. The position applies advanced engineering judgement to interpret, analyze, and integrate MDOT contracts, specifications, maintenance standards, and operational guidelines, particularly when addressing non-standard field conditions, asset deterioration patterns, or conflicting maintenance priorities. Independent decisions at this level require evaluating roadway condition data, treatment feasibility, material performance, cost implications, and impacts on maintenance scheduling and system reliability. These directly affect asset condition, safety, cost-effectiveness, and the timely delivery of transportation maintenance activities.

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

Contract changes that increase cost or shift funding between activities, major work prioritization changes, high-risk field decisions, decisions involving regulatory compliance, and decisions affecting long-term asset strategy.

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.

Traversing on uneven terrain including traversing up and down roadway slopes. Transporting up to 25 pounds. Moving in and out of traffic. Traversing under bridges, wading in water, and working near heavy traffic. Moving in and around an office setting, including extensive use of a computer. Occasional overnight travel to training classes and conferences. 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):**

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|---|--|
| ☐ 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?

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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 function of the work unit is to provide support to maintenance garages, Transportation Service Centers and work with Lansing support units to ensure statewide consistency of region operations/construction functions and coordinate region operations/construction functions with other functions within the region, specifically in the areas of contract and direct maintenance, traffic safety and operations, construction administration, material testing QA/QC, and roadside management. This position assists the Associate Region Engineer and other operations staff with the aforementioned functions.

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:

Knowledge of:

- Department policy and legal authority.

- Engineering principles, practices, standards, and specifications.
- Design process.
- Construction techniques.
- Project development process.
- Planning process.
- Use of personal computers.
- Personal and construction safety practices.

Ability to:

- Meet and deal effectively with others.
- Communicate effectively.
- Work independently and as a team member.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in this position.

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.

LOGAN BRISTOL

8/12/2026

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