

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

Position Code 1. TRAENGED74R
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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-E	10. Division Southwest Region
5. Working Title (What the agency calls the position) Staff Engineer	11. Section Marshall TSC
6. Name and Position Code Description of Direct Supervisor FINNILA, GREGORY M; ENGINEER MANAGER LICENSED-3	12. Unit Projects and Contracts Unit
7. Name and Position Code Description of Second Level Supervisor KREMER, ANNJANETTE M; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 15300 West Michigan Avenue, Marshall, MI 49068 / 7:30 a.m.- 4:30 p.m. Mon-Fri (hours may vary)

14. General Summary of Function/Purpose of Position

This is a multi-disciplinary position in the areas of design plan preparation, traffic and safety engineering, utility and permit right-of-way (ROW) review, construction engineering, and maintenance operations support. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) service and products. Successful and continuing customer contact is a requirement for this position. 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: 50

Designs and prepares preliminary and final plans for highways, drainage, and miscellaneous highway facilities.

Individual tasks related to the duty:

- Prepares preliminary and final design plans using MDOT Computer Aided Design/Drafting packages including Microstation and OpenRoads.
- Prepares detailed cost estimates using MDOT AASHTOWare Preconstruction program.
- Scopes future projects utilizing scoping manual and assists in preparing the five-year plan for the Transportation Service Center (TSC).
- Attends scope verification, plan reviews, and final plan completion meetings and incorporate findings into the plans.
- Assists in the review of plans of other department staff, local agencies, and consultants for completeness and adherence to current standards, specifications, and methods.
- Participates in post-construction reviews to evaluate the projects and note suggestions for future projects.
- Assists construction personnel with questions related to design plans.
- Prepares preliminary and final ROW plans.
- Prepares information and exhibits for public review, hearings, and informational meetings.
- Reviews and updates Planisware networks and maintains project schedule.
- Assembles design packages for letting.
- Performs pick-up surveys.
- Uses geographic information system (GIS) to map projects and assets.

Duty 2

General Summary:

Percentage: 15

Designs preliminary and final maintaining traffic plans. Works with the Traffic and Safety staff in the development of other traffic-related projects. This duty requires possession of a valid driver's license to perform field work and reviews.

Individual tasks related to the duty:

- Aids in the preparation of maintaining traffic plans for construction and maintenance projects within the TSC area.
- Participates in plan reviews for proposed projects for input of safety related work items.
- Supports traffic and safety engineer for data collection or analysis.
- Performs mobility and work zone compliance reviews.
- Performs field reviews of areas that will be affected by construction and determines methods of handling traffic during construction to minimize impacts.
- Prepares correspondence related to recommended design and/or traffic control.
- Aids in scoping and cost estimate submittals for the safety and operations call for projects process.
- Develops plans for safety and operations programs.
- Conducts crash analyses and safety reviews for resurfacing, restoration and rehabilitation/reconstruction (3R/4R) projects, design exceptions and design variances.
- Reviews and analyzes traffic data and performs calculations.
- Reviews ROW permit applications for traffic concerns and recommends solutions to provide safe and efficient transportation of people and goods.
- Participates in Road Safety Audits (RSAs) as assigned.

Duty 3

General Summary:

Percentage: 10

Provides engineering support to the Operations Engineer for maintenance and operational focus. This duty requires possession of a valid driver's license to perform field work and reviews.

Individual tasks related to the duty:

- Prepares, updates, and coordinates maintenance and operations maps.
- Determines, scopes, tracks, and designs high priority maintenance projects.
- Reviews and assists with the maintenance budget.
- Prepares detailed cost estimates.
- Assembles design packages.
- Analyzes and reports mobility measurements.
- Assists with contract administration for TSC maintenance operations.
- Participates in field reviews for operational and maintenance issues.

- Participates in asset data collection and measurement as part of Pavement Surface Evaluation and Rating (PASER) and performance-based maintenance (PBM) processes.

Duty 4

General Summary:

Percentage: 10

Assists in performing duties related to the processing of construction permits that are submitted by individuals, consultants, developers, public agencies, and public/private utility companies who desire to work or place facilities with the MDOT ROW. Review and provide recommendation for approval/rejection of permit applications. Coordinate utility relocations needed for MDOT construction projects.

Individual tasks related to the duty:

- Utilizes standards, guidelines, and engineering judgment to respond to customer requests for use of MDOT ROW.
- Reviews and recommends the approval or rejection of permit applications and commercial/residential driveway applications as related to drainage, traffic and safety, design and construction concerns.
- Participates in the coordination of inspection activities for permit and operations technicians to ensure permit conditions are followed.
- Participates in the coordination of utility relocations. Ensures uniformity in utility relocation needs for construction projects and utility company requests for usage of MDOT ROW.

Duty 5

General Summary:

Percentage: 10

Assists Construction Engineer in administration and oversight of construction projects and contracts.

Individual tasks related to the duty:

- Assists in management and delivery of contractor/MDOT construction projects.
- Assists with staff assignments to successfully complete inspection and survey requirements.
- Assists with pre-construction meetings and post-construction meetings.
- Attends meetings with private citizens, utility companies, local officials, representatives from other MDOT divisions, representatives from other state departments, and Federal Highway Administration (FHWA) officials.
- Coordinates local agency projects, project reviews and oversight assistance.
- Reviews the progress of contractual work, prepares reports, prepares Field Manager reports, and project related correspondence.
- Assists with warranty administration.
- Assists with public construction notifications.

Duty 6

General Summary:

Percentage: 5

Builds, strengthens, and maintains TSC external customer base.

Individual tasks related to the duty:

- Responds to questions from the public, developers, business organizations, and local municipality officials.
- Strives to improve the MDOT image.
- Provides training and mentoring to public and private customers on the design process and procedures to complete road projects.
- Participates in employee teams to improve the TSC/Region business processes.
- Responds to Freedom of Information Act (FOIA) requests for information.
- 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.

Independent decisions based on prior experience, and concrete direction by Department guidelines, policies and procedures. 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 extras, overruns and field changes are required during construction.

When existing policy is unclear.

When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies and/or 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.

Traversing on uneven terrain including climbing up and down roadway slopes. Transporting up to 25 pounds. Moving in and out of traffic. Climbing 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?

This is a multi-disciplinary position in the areas of design plan preparation, traffic and safety engineering, utility and permit ROW review, construction engineering, and maintenance operations support. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT service and products. Successful and continuing customer contact is a requirement for this position. This position requires possession of a valid driver's license to perform field work and reviews.

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 Marshall TSC covers a three county area which provides customer service to the public, businesses, and municipalities. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plan, issuing permits, and evaluating and inspecting road assets. This position is essential to all of the work areas listed. The main tasks of this position, producing road plans, traffic and safety engineering, and maintenance/operations support, are essential to implementing MDOT's five-year plan and serving the TSC's customer base.

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.

Possession of a bachelor of science degree in civil engineering preferred.

EXPERIENCE:

Transportation Engineer 9

No specific type or amount is required.

Transportation Engineer 10

One year of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer 9.

Transportation Engineer P11

Two years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

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:

- Department policy and legal authority.
- Engineering principles, practices, standards, and specifications.
- Engineering tools including computers and engineering workstations.
- Survey procedures and record keeping.

Ability to:

- Communicate effectively.
- Work as a team member.
- Make presentations before groups.
- Meet and deal effectively with others.
- Use initiative in carrying out assignments.
- Work independently.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Working toward professional engineering license 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

11/3/2025

_____	_____
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