

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

<b>Position Code</b> 1. TRAENGED88R
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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-E	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Operations Staff Engineer	<b>11. Section</b> Oakland TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> PATEL, KAJAL S; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Operation
<b>7. Name and Position Code Description of Second Level Supervisor</b> SWANSON, LORI; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 800 Vanguard Drive, Pontiac, MI 48341 / Mon.-Fri., 7:30-4:30 (hours may vary)

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

This position functions as general staff engineer. The Operations Staff Engineer gains well rounded experience in multiple areas by performing a variety of duties based on current operational need. This position performs tasks related to traffic operations and traffic safety, infrastructure maintenance, permits, and utilities.

**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: 25**

Perform traffic and safety functions.

**Individual tasks related to the duty:**

- Perform crash analyses.
- Recommend signal improvements.
- Recommend safety and capacity improvements.
- Prepare and/or review signing and pavement marking plans and specifications.
- Perform field inspections.
- Respond to citizen concerns regarding traffic safety issues.
- Prepare and review traffic modeling reports utilizing Synchro (or other applicable software)
- Assist the Oakland Transportation Service Center (TSC) Traffic and Safety Engineer on special projects.
- Investigate traffic problems and recommend solutions to improve traffic flow and safety.
- Prepare reports and correspondence related to the work.
- Track, carry out and evaluate work assignments utilizing computers.
- Serve as a quality assurance engineer reviewing plans, reports, and studies as needed.
- Prepare project cost estimates and write contract specifications for labor, materials, and equipment.
- Participate in studies to determine sufficiency of existing highway systems and structures and programming of future construction
- Review Traffic Impact Studies for proposed developments.

**Duty 2**

**General Summary:**

**Percentage: 20**

Perform traffic operations functions.

**Individual tasks related to the duty:**

- Prepare and/or review Maintenance of Traffic (MOT) plans and specifications.
- Calculate "User Costs" for various MOT scenarios.
- Perform field inspections of temporary traffic control installations and signal related issues.
- Respond to citizen or local agency concerns regarding traffic operation issues.
- Assist the Oakland TSC Traffic Operations Engineer on special projects.
- Monitor traffic flow and conditions.
- Provide input for the development and maintenance of traffic management policies and procedures.
- Prepare reports and correspondence related to the work assignments.
- Track, carry out and evaluate work assignments utilizing computers.
- Serve as a quality assurance engineer reviewing plans, reports, and studies as needed.
- Participate in milestone project reviews such as Preliminary Plan review, Plan review, and Final Project Coordination (FPC) review.
- Perform field reviews of areas that will be affected by construction and determine methods of handling traffic during construction to minimize adverse impacts on traffic.
- Review Traffic Impact Studies for proposed developments.

**Duty 3**

**General Summary:**

**Percentage: 20**

Perform permit functions.

**Individual tasks related to the duty:**

- Review construction permit applications.
- Respond to questions pertaining to construction permits and transport permits.
- Perform field inspections.
- Assist the Oakland TSC Permit Engineer on projects.
- Maintain records and prepare reports/correspondence related to the work.
- Track, carry out and evaluate work assignments utilizing computers.

**Duty 4**

**General Summary:****Percentage: 15**

Coordinate, plan, and direct maintenance activities, develop scopes of work and budget for maintenance projects, assist in contracting of maintenance activities, and assist in emergency responses.

**Individual tasks related to the duty:**

- Prepare reports for property damage within the Michigan Department of Transportation (MDOT) Right-of-Way (ROW) to recover repair costs.
- Compile reports as required to evaluate the validity of damage claims.
- Perform field inspections.
- Respond to citizen and local government concerns regarding maintenance issues.
- Prepare and administer private maintenance contracts.
- Prepare maintenance construction contracts including design, specifications, and estimating as necessary.
- Prepare and administer Transportation Work Authorizations (TWA).
- Assist the Oakland TSC Maintenance Coordinator on projects.
- Develop preliminary engineering treatments to determine construction feasibility and estimated costs.
- Discuss plans, specifications and work schedules with contractors, utility companies and other gov't agencies.
- Meet with representatives of private industry, local organizations, and citizens to discuss proposed highway maintenance activity.
- Maintain records and prepare reports/correspondence related to the work.
- Track, carry out and evaluate work assignments utilizing computers.
- Prepare project cost estimates and contract specifications for labor, materials, and equipment.

**Duty 5****General Summary:****Percentage: 15**

Assist the TSC Operations Engineer

**Individual tasks related to the duty:**

- Work as needed on special projects.

**Duty 6****General Summary:****Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:**

- 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 the handling of individual construction and transport permits, the application of design standards, the evaluation of contract performance, and the administration of existing policy and procedures.

These decisions affect citizens and the traveling public and are relevant to the public perception of MDOT as an organization.

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

Changes in policy.

Changes in previously approved project scope, cost, or schedule.

Correspondence to or from elected officials.

**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.**

Field work (site reviews) with exposure to the natural elements, heavy traffic, and traversing rugged terrain. Some lifting (heavy plan sets) may be required. Must be able to transport various tools and items needed for job. Some travel required. 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. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 general staff engineer. The Operations Staff Engineer gains well rounded experience in multiple areas by performing a variety of duties based on current operational need. This position performs tasks related to traffic operations and traffic safety, infrastructure maintenance, permits, and utilities.

**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 Oakland TSC Operations area. This work area is responsible for traffic operations & safety, maintenance, and permits. This position is a primary engineering resource to be trained and available as needed to deliver each of these functions.

**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 is 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:**

- General knowledge related to the design and construction of highway roads and bridges.
- Ability to make independently decisions, work in a team atmosphere, and communicate effectively.
- Effective organizational skills and basic computer knowledge is required.
- Ability to read documents, plans, and perform field related duties.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license is 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

7/14/2025

\_\_\_\_\_  
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