

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

<b>Position Code</b> 1. TRAENGED95R
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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> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENGINEER-E	<b>10. Division</b> Southwest Region
<b>5. Working Title (What the agency calls the position)</b> Staff Engineer	<b>11. Section</b> Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> BIPPLEY, MICHAEL J; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Coloma Business Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> DENBRABER, KERRY A; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 3880 Red Arrow Hwy, Benton Harbor, MI 49022 / 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 permit right-of-way and utility right-of-way (ROW) review , traffic and safety engineering, maintenance operations support, and design plan preparation for the Coloma Business Office (CBO). 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 related duties.

**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: 30**

Reviews engineering reports, site plans, road plans, and drainage designs to evaluate and approve/disapprove proposed ROW permit applications.

This duty requires possession of a valid driver's license to perform duties in the field.

**Individual tasks related to the duty:**

- Utilizes standards, guidelines, and judgment to respond to customer requests for usage of MDOT ROW.
- Reviews engineering reports, site plans, plans, and drainage designs to evaluate and approve or disapprove proposed ROW permit applications.
- Collaborates with the CBO Operations Engineer and Permits Agent to approve/disapprove complex proposed ROW permit applications.
- Organizes and coordinates permits utilizing the most current State of Michigan online permit systems.
- Supports the CBO traffic and safety engineer with determining proper geometric designs for proposed developments.
- Meets with permit applicants in the field and/or in the office to review permit applications and compliance with permits.
- Establishes working relationships with local government representatives and maintenance field personnel to ensure that proper permit processes are promoted throughout the CBO coverage area.
- Collaborates inspections and inspection reports of permitted activities with the Permits Agent.
- Prepares formal notices of non-compliance and initiate enforcement procedures.

**Duty 2**

**General Summary:**

**Percentage: 20**

Coordinates utility relocations needed for MDOT construction projects with affected utilities. This duty requires possession of a valid driver's license to perform duties in the field.

**Individual tasks related to the duty:**

- Reviews plans and proposals for all projects within CBO to help identify utility conflicts and recommend ways to minimize these conflicts.
- Coordinates utility relocations needed for MDOT construction projects with affected public and private utilities.
- Under the guidance of the Operations Engineer, ensures uniformity in utility relocation needs for future construction projects and utility company requests for usage of MDOT right-of-way.
- Utilizes survey skills to locate utilities in the field for the purpose of identifying conflicts.

**Duty 3**

**General Summary:**

**Percentage: 20**

Supports CBO Operations staff with traffic, safety, and operations functions.

**Individual tasks related to the duty:**

- Prepares and/or reviews Maintenance of Traffic (MOT) plans and specifications.
- Prepares and/or reviews signing and pavement marking plans and specifications.
- Supports operations staff with special projects and tasks.
- Recommends and develops plans for safety and capacity improvements.
- Responds to citizen or local agency concerns regarding traffic issues.
- Participates in plan reviews for proposed projects for input of safety related work items.
- Assists traffic and safety engineer for data collection or analysis.
- Performs mobility and work zone compliance reviews.
- Conducts crash analyses and safety reviews for 3R/4R projects, design exceptions and design variances.
- Participates in Road Safety Audits (RSAs) as assigned.

**Duty 4**

**General Summary:**

**Percentage: 15**

Provides engineering support to the Operations Engineer for maintenance and operational focus.

**Individual tasks related to the duty:**

- Participates in the review of existing highway culverts and drainage areas.
- Prepares plans to improve identified culverts.
- Responds to citizen or local agency concerns regarding drainage.
- Supports the Operations Engineer in maintenance force work plans.

- Determines, scopes, tracks, and designs high priority maintenance projects.
- Reviews and assists with the maintenance budget.
- Prepares detailed cost estimates.
- Supports contract administration for CBO maintenance operations.

#### **Duty 5**

##### **General Summary:**

**Percentage: 10**

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 assist in preparing the five-year plan for the CBO.
- Attends scope verification, plan reviews, and final plan completion meetings and incorporate findings into the plans.
- Assists construction personnel with questions related to design plans.
- Prepares information and exhibits for public review, hearings, and informational meetings.
- Assembles design packages for letting.

#### **Duty 6**

##### **General Summary:**

**Percentage: 5**

Builds, strengthens, and maintains the CBO internal and external customer base.

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

- Supports the Operations Engineer and Permits Agent in responding to questions from the general public, business organizations, and village/city managers. Jointly resolve transportation issues.
- Develops a "partnering" relationship with external customers.
- Leads and exemplifies the standards of visionary, ensure positive outcomes, people first, professional excellence and character & integrity.
- Continually strives to improve the MDOT image.
- Participates in employee teams to improve the CBO/Region business processes.
- 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.**

Approval or denial of complex construction permits or utility relocations when in complete conformance with Department policies, procedures, and guidelines. 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. 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):**

- |   |  |
|---|--|
| <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 is a multi-disciplinary position in the areas of permit right-of-way and utility ROW review, traffic and safety engineering, maintenance operations support, and design plan preparation for the CBO. 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 related duties.

**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 Coloma Business Office and Kalamazoo TSC, cover a four-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 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 CBO'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:

- Survey procedures and record keeping.
- Computer knowledge.

Ability to:

- Communicate with others effectively.
- Work as a team member
- Present information before groups
- Meet and deal effectively with others.
- Carry out an assignment while working independently.
- Apply engineering principles to design and construction problems.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Preferred: Working toward P.E. license.

**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

9/8/2025

\_\_\_\_\_  
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.***

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Employee	Date