

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. TRAENGE

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 Grand Region
5. Working Title (What the agency calls the position) Transportation Engineer Work Zones and Traffic and Safety	11. Section Grand Rapids TSC
6. Name and Position Code Description of Direct Supervisor PAWLUKIEWICZ, TANYA L; ENGINEER MANAGER LICENSED-3	12. Unit Traffic and Safety Operations
7. Name and Position Code Description of Second Level Supervisor GREEN, ARTHUR J; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 2660 Leonard St., NE Grand Rapids MI 49525 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary
14. General Summary of Function/Purpose of Position <p>This position supports the Grand Rapids Transportation Service Center (GRTSC) in the areas of staging plan preparation for portions of road, bridge & maintenance projects, construction administration support, and utility and permit right of way (ROW) review. Position has a focus on Work Zone management which includes staging, Maintenance of Traffic's (MOT) and Transportation Management Plan's (TMP). Position also assists with traffic and Safety (T&S) and design. Requires frequent collaboration with other Transportation Service Center (TSC) and Region staff, attending project meetings, participating in discussions to resolve issues, prioritizing work activities, and meeting tight deadlines to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) services and products.</p>	

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

Utilize traffic engineering standards, guides, principles, and techniques to recommend solutions to traffic concerns and questions. Develop and review of work zone plans, staging plans and MOT contract documents for program and maintenance projects within the TSC area in collaboration with TSC staff. Participate with coordination of signing and pavement marking program and operational needs.

Individual tasks related to the duty:

- Assist in the resolution of traffic and safety related issues. Perform traffic calculations, gather data, and use IT programs and reports from others to recommend traffic flow and operations to the Project Manager. Make recommendations to improve traffic flow and safety on projects that involve minimum traffic restrictions. Develop maintenance of traffic plans and make recommendations to the project manager.
- Attend work zone reviews to verify adherence to standards.
- Work with local government agencies, customers, and stakeholders to gather details for traffic related issues. This includes traffic, bicycle, and pedestrian safety. Gather information to support road safety audits for specific locations.
- Research crash data information to determine the trends of crashes per category and time. Recommend further analysis to determine the time of return for potential traffic and safety funding.
- Identify roadside hazards that could be eliminated as part of safety upgrading program on state trunk lines.
- Perform field reviews with Construction personnel to determine methods of handling traffic during construction to minimize adverse impacts on traffic.
- Prepare a recommendation in coordination with the T & S Engineer and/or the Operations or Projects and Contracts Manager at the TSC on special traffic problems which arise during active projects.
- Participate in field reviews and take measurements, collect traffic volume data, turning movements, delays, etc.
- Participate in the annual Call for Projects process related to Operations project creation and selection, included project estimating, scoping and field project site evaluation.
- Develop and review of work zone staging, and operations plans in collaboration with TSC construction and projects and contracts staff.
- Assist TSC construction and projects and contracts staff in the review, tracking and reporting of Work Zone crashes/fatalities to Region and central office.
- Review of construction work zone safety and mobility reporting annually, in accordance with the MDOT Work Zone Safety and Mobility Manual and individual projects' TMP's in collaboration with TSC and Region operations staff.
- Coordinate and assist TSC and Region operations staff in the utilization of the Regional Integrated Transportation Information System (RITIS) to review and provide mobility data and reports for projects and MOT planning.
- Consult with TSC operations staff and prepare project TMP and RSA process needs and deliverables.
- Assist in the coordination of traffic safety related activities for permit and utility projects to ensure permit conditions accurate to the project site and traffic and are followed in the field.
- Assist all areas of the TSC with signing and pavement marking program and operational needs related to design, layout and planning

Duty 2

General Summary:

Percentage: 25

In coordination with the construction and projects and contracts managers, participate in constructability reviews, project coordination, and project mobility needs for project construction and temporary staging within the GRTSC design and construction program.

Individual tasks related to the duty:

- Participate in pre-construction meetings and project progress meetings. Gather information from these meeting that will assist with developing constructability reviews and overall project coordination.
- Review requests from contractors for changes, extras, and adjustments to contracts and formulate response for review by projects and contracts and construction Engineers and/or TSC Manager.
- Conduct final project documentation reviews on construction projects by scheduling reviews, observing, taking notes, reviewing previously submitted documentation, and providing a list of concerns to the Engineer of Record with the documentation that will need to be resolved.
- Preparation of project documentation, records, and files.
- Work with the TSC construction and projects and contracts areas to coordinate/clarify work from the development phase.
- Participate in coordinating mobility issues with appropriate development/projects and contracts staff at the TSC and Region levels. Help clarify the intent of the design team for staff in the field.
- Perform constructability reviews of plans in the design phase to help identify potential coordination and safety issues related to work zones in collaboration with TSC staff. This could include proper worksite access for the contractor's equipment, safety buffers between traffic and the active work zone, or staging sequences within the worksite.
- Assist with program and maintenance project constructability issues related to utilities coordination and any temporary and permanent relocation needs relative to safety work zone management.

Duty 3**General Summary:****Percentage: 10**

Assist in the resolution of traffic and safety issues. And traffic and safety program project deliverables.

Individual tasks related to the duty:

- Perform traffic data reviews, and High Crash List data review utilizing Roadsoft and other programs with the T&S Engineer.
- Participate in the annual Call for Projects process related to Traffic Safety included project estimating, scoping and field project site evaluation.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Participate in employee teams to improve TSC/Region business processes.
- Assist with responding and compiling requests for FOIA requests for information.
- Participate in asset data collection and measurement as a part of Pavement Surface Evaluation and Rating (PASER).
- Participate and assist with the TSC Call for Projects program scoping process.
- Cross train with other construction, projects and contracts and operations staff as assigned to promote redundancy and work knowledge transfer.
- Build positive working relationships with customers, local municipalities, contract agencies and other areas within MDOT through excellent communication.
- Attend conferences and trainings as needed to expand knowledge and promote networking and growth.

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

Personal judgment based on prior experience either gained through work and/or school. Collect and analyze facts and information. Decisions that involve the application of standard design/maintenance practice of procedures. These decisions affect the design and construction of a project, project management, and the requirements needed to complete projects on time and within budget. Decisions consistent with MDOT, Federal Highway Administration, and American Association of State Highway Transportation Officials standards and guidelines.

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

When changes in policy are required. Changes in previously approved project scope, cost, or schedules. Conflicts in engineering standards, practices, or legal requirements. 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) and exposures to high traffic and exposure to the natural elements (e.g., ability to traverse uneven ground, in all types of rough terrain including but not limited to various highway and/or bridge structures). Ability to move up to 30 pounds. 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 supports the Grand Rapids Transportation Service Center (GRTSC) in the areas of staging plan preparation for portions of road, bridge & maintenance projects, construction administration support, and utility and permit right of way (ROW) review. Position has a focus on Work Zone management which includes staging, Maintenance of Traffic's (MOT) and Transportation Management Plan's (TMP). Position also assists with traffic and Safety (T&S) and design. Requires frequent collaboration with other Transportation Service Center (TSC) and Region staff, attending project meetings, participating in discussions to resolve issues, prioritizing work activities, and meeting tight deadlines to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) services and products.

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 work area is responsible for providing transportation services which meet the operational needs in the TSCs geographic area. The TSC is responsible for monitoring transportation issues to ensure they conform to federal, state, and local requirements. The engineer in this position must use experience and knowledge to administer the services handled at the TSC.

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.

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:

- The requirements of the design, construction, or maintenance of highway pavements.
- Engineering office practices and procedures.

Skills:

- Team building.
- Facilitation.
- Leadership.
- Communication.

Ability to:

- Work in an efficient organized manner.
- Read, interpret, and prepare engineering plans.
- Use computer programs used in road design.
- Organize, evaluate, and present information effectively.
- Develop commitment to meeting customer service needs.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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

8/1/2024

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