

**State of Michigan
Civil Service Commission**

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

Position Code

1. TRAENGEE19R

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) Bureau of Field Services (BFS)
4. Civil Service Position Code Description Transportation Engineer-E	10. Division Transportation Systems Management & Operations (TSMO)
5. Working Title (What the agency calls the position) Operations Engineer	11. Section Intelligent Transportation Systems (ITS) Traffic Management
6. Name and Position Code Description of Direct Supervisor ENGLE, JOHN; ENGINEER MANAGER LICENSED-3	12. Unit Congestion and Reliability
7. Name and Position Code Description of Second Level Supervisor FIRMAN, JASON D; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 8885 RICKS RD; LANSING, MI 48917 / Monday-Friday 7:30a- 4:30p (hours may vary)

14. General Summary of Function/Purpose of Position

This position assists with statewide engineering services in the areas of the Michigan Department of Transportation (MDOT) Statewide Traffic Operations Center (STOC) and Traffic Incident Management (TIM). This position collaborates with other MDOT bureaus, regions, traffic operations centers (TOCs), county road commissions, local agencies, metropolitan planning organizations (MPOs), law enforcement, fire and emergency medical services (EMS), Federal Highway Administration (FHWA), and other organizations to improve traffic operations and safety on the highway network. This position assists with the basic analysis, evaluation, and reporting of data pertaining to TIM and the Michigan Traffic Incident Management Effort (Mi-TIME) training program. This position assists with the data reporting needs of STOC, as well as assists with the ongoing operations of the STOC facility. This position requires possession of a valid driver's license to perform on-site reviews and facilitate trainings.

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

Provide assistance for the ITS STOC unit of TSMO to improve operations and safety on State trunkline. This duty requires possession of a valid driver's license to perform on-site reviews and facilitate trainings.

Individual tasks related to the duty:

- Recommend operational improvements for STOC procedures and operations.
- Communicate with and provide regions, Transportation Service Centers (TSCs) and local stakeholders relevant information pertaining to crashes, road conditions, traffic issues, or other incidents to make safe and informative decisions utilizing Advanced Traffic Management System (ATMS), Roadsoft, and the Michigan Traffic Crash Analysis Tool (Mi-CAT).
- Create reports, analyze data, and provide recommendations for safety solutions utilizing software tools, such as ATMS.
- Participate in TOC meetings and trainings.
- Review and analyze documents and reports (e.g., Standard Operating Procedures (SOPs), Quick Reference Guides, Flex Route Reports) and provide recommendations for changes where applicable.
- Utilize the Serena ticket process and assist the STOC Operations Engineer during TOC quarterly meetings to discuss protocol processes between TOCs, first responders, and other MDOT staff.
- Assist with the integration between STOC, TIM, and Central Signal Control System (CSCS) areas to improve operations and safety on State trunkline.
- Identify areas with high crashes and low responder training numbers including locating potential areas for more camera coverage, creating dashboards identifying areas with frequent crashes of a specific type, locations with long incident durations, etc.
- Participate in learning opportunities related to TOCs such as webinars, trainings, and peer exchanges.
- Collaborate with the other TOCs to create alignment in processes, protocols, and messaging efforts.
- Assist the STOC engineer ensuring all ATMS contract needs are met including but not limited to ensuring the software is functioning properly, the developed logic is operational and verifying that there are no critical issues.

Duty 2

General Summary:

Percentage: 40

Provide statewide assistance in the TIM area of the Congestion & Reliability Unit.

Individual tasks related to the duty:

- Compile and analyze traffic incident data collected from sources (e.g., ATMS and Roadsoft) to assess traffic incident clearance times, crash trends and TIM operations.
- Investigate traffic problems related to traffic flow and safety to develop strategies to improve incident management.
- Develop and deliver presentations such as TIM training, TIM technologies, and TIM best practices to internal and external audiences.
- Assist with TIM and work with law enforcement, fire departments, EMS, and other local agencies to identify methods to improve safety and traffic flow during traffic incidents.
- Apply standards, guidance, and laws to TIM operations and initiatives utilizing the Michigan Manual on Uniform Traffic Control Devices (MMUTCD), the Highway Capacity Manual (HCM), and the Michigan Vehicle Code.
- Participate in TIM planning sessions, meetings, exercises, de-briefing meetings, etc.
- Maintain computer databases to record and analyze data on TIM and Mi-TIME training.
- Assist with the logistics of Mi-TIME training including responding to requests, scheduling trainers and managing logistics to deliver Mi-TIME training.
- Attend statewide meetings, training modules and develop networking relationships between MDOT and key stakeholders.

Duty 3

General Summary:

Percentage: 10

Provide engineering services in the Commercial Vehicle Enforcement area of the Congestion & Reliability Section.

Individual tasks related to the duty:

- Assist with the implementation of the commercial vehicle enforcement strategy and review projects at trunkline weigh stations to ensure alignment and compliance with MDOT's standards.
- Facilitate MDOT's collaboration between MDOT regions and Michigan State Police (MSP) districts.
- Evaluate and identify ways to improve the efficiency of freight movements and share with MDOT's Transportation Planning Unit.

Duty 4

General Summary:

Percentage: 5

Other engineering support activities as directed.

Individual tasks related to the duty:

- Participate in cross-training opportunities within MDOT.
- Attend professional organization meetings and activities.
- Other duties assigned.

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

Decisions are made independently while adhering to guidelines, policies and procedures. These include:

- Suggesting congestion and safety countermeasures.
- Performing procedural analytical traffic evaluations and studies.
- Scheduling on-site reviews or meetings.

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

- When guidance is needed on traffic modeling procedures or policies.
- When the request from the region exceeds the modeling proficiency of the position.
- When there is a need for interpretation of MDOT guidelines, policies or procedures; or when an existing policy is unclear.
- When a decision may be required from executive level, personnel matters, assistance in mitigating controversies or revision of a program schedule.
- Decisions impacting statewide programs, project objectives, or budgets.
- Decisions related to high-impact or politically sensitive projects or procedures.

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.

- Work in an office environment, requires extensive use of a computer.
- Statewide travel with occasional overnight stays is required.
- Field investigation may involve being in adverse weather, traversing uneven terrain, and working in close proximity to high-speed traffic.
- Conducting on-site reviews requiring engineering measurements, etc.
- 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 position assists with statewide engineering services in the areas of the Michigan Department of Transportation (MDOT) Statewide Traffic Operations Center (STOC) and Traffic Incident Management (TIM). This position collaborates with other MDOT bureaus, regions, traffic operations centers (TOCs), county road commissions, local agencies, metropolitan planning organizations (MPOs), law enforcement, fire and emergency medical services (EMS), Federal Highway Administration (FHWA), and other organizations to improve traffic operations and safety on the highway network. This position assists with the basic analysis, evaluation, and reporting of data pertaining to TIM and the Michigan Traffic Incident Management Effort (Mi-TIME) training program. This position assists with the data reporting needs of STOC, as well as assists with the ongoing operations of the STOC facility. This position requires possession of a valid driver's license to perform on-site reviews and facilitate trainings.

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 TSMO division provides policies, procedures, and standards for operational issues related to the overall integrated transportation system. This position serves as an engineering resource for the Congestion & Reliability work area, which includes STOC and TIM.

The position assists the department in enabling the safe, reliable, and seamless movements of people, goods, and services on state roadways with focus on optimizing traffic flow, measuring and reducing congestion, and improving safety through better TIM. Furthermore, this position coordinates and assists with the application of programs, technologies, collaborative efforts, and business processes that enable the improvement of safe and efficient traffic flows on the state's roadways and highway network.

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:

- Engineering principles and practices.

Ability to:

- Use personal computer and departmental software programs.
- Make mathematical computations.
- Interpret engineering plans, specifications and technical reports.
- Communicate effectively with others.
- Perform well under the stress of emergencies and often adverse conditions including vehicle crashes.
- Maintain favorable public relations.
- Maintain records, prepare reports and correspondence related to the duties.
- Make presentations and deliver to large audiences.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of valid driver's license is required.

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.

CHRISTINA TIJERINA

7/24/2025

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