

State of Michigan  
Civil Service Commission

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

Position Code

1.TRALSPL2C56R

## 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> Bureau of Field Services (BFS)
<b>4. Civil Service Position Code Description</b> Transportation Eng Lic Spl 2	<b>10. Division</b> Construction Field Services (CFS)
<b>5. Working Title (What the agency calls the position)</b> Work Zone Safety Specialist	<b>11. Section</b> Construction Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> BURNS, DANIEL; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> Field
<b>7. Name and Position Code Description of Second Level Supervisor</b> KOEPEKE, KENNETH; ENGINEER MANAGER LICENSED-5	<b>13. Work Location (City and Address)/Hours of Work</b> 8885 Ricks Road, Lansing, MI 48917 / M-F 7:30am-4:30pm (hours may vary)

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

This position functions as the statewide specialist responsible for management, maintenance, support, and execution of the Statewide Work Zone Program. This position performs highly complex work zone related traffic studies and analyses and establishes department policies, procedures and work zone guidelines used by Michigan Department of Transportation (MDOT), local agencies and other outside entities. As a statewide specialist, this position provides expert advice to management, internal and external customers, and responds to public inquiries. This position provides oversight and monitoring of the Statewide Work Zone Program, engages with peers and professionals to advance safety initiatives, and ensures compliance with annual reporting requirements. This position requires a valid driver's license to perform field inspections and testing.

**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**

Serve as the technical resource developing, managing and maintaining MDOT policies related to work zone construction activities, creating statewide alignment. Monitor effectiveness of MDOT policies. Oversee work zone related prequalification reviews. This duty requires a valid driver's license to perform field inspections and testing.

**Individual tasks related to the duty:**

- Ensure Transportation Management Plan (TMP) policy guidance within the Work Zone Safety and Mobility Manual (WZSMM) is aligned with the Code of Federal Regulations.
- Serve as the statewide resource for TMP creation and monitoring to ensure uniformity and consistency within the Transportation Service Centers (TSCs) and Regions.
- Review statewide trends identified in work zone inspections. Adjust department policies and guidance to address any identified non-compliance. Notify TSC, Region, and Construction Field Services (CFS) Management of significant findings.
- Collaborate with design staff in the review of design-related work zone and traffic control guidelines. Recommend changes based on common work zone deficiencies.
- Analyze queue detection systems statewide and develop best practices and guidance to increase effectiveness.
- Seek out new innovations for work zone traffic and safety and evaluate their applicability to MDOT work zones.
- Engage customers, both internal and external to MDOT, for feedback on policy changes.
- Actively review proposed legislation impacting work zone policy and provide commentary as needed.
- Review and approve MDOT Standard Typical for Maintenance of Traffic (MOT) configurations used by contractors, consultants, local agencies, utility companies, region offices, and TSCs. Ensure typicals are reviewed against the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) for compliance and ensure MDOT typicals are aligned for consistency in format, naming conventions, and accuracy.
- Provide guidance to aid the evaluation of the roadway network (e.g. traffic volumes, crash patterns) to determine the most effective application of Intelligent Transportation Systems (ITS) strategies (e.g. stopped traffic advisory systems, digital speed limits, connected arrow boards, radar speed trailers, connected workers, and connected temporary traffic controllers) in work zones.
- Develop and maintain MDOT specifications for new products and procedures.
- Evaluate effectiveness of TMPs for standard MDOT let contracts and Innovative Contracting projects. Review the project's adherence to the TMP and identify areas for improvement. Incorporate lessons learned into future guidance.
- Develop special provisions related to work zone activities (e.g., when a pay item is needed and is not currently established in the standard specifications, when a change or update needs to occur to the standard specifications, or when a new product needs to be piloted).
- Review special provisions for content or conflict with other department policy documents. Make changes, provide comments, and approve special provisions. Verify the final solutions are updated in all manuals and departmental guidance.
- Review Maintenance of Traffic schemes for complex and high traffic volume projects for consistency and applicability during stages of plan development. Provide recommendations to the project office when clarification is needed and propose alternate MOT schemes which increase motorist and worker safety. Follow up with any feedback that occurs after post construction meetings.
- Serve as the department's Project Manager for Work Zone Unit consultant contracts.
- Serve as prequalification approver for the prequalification classes of Construction Inspection: Traffic and Safety, Design-Traffic: Work Zone Maintenance of Traffic, and Design-Traffic: Work Zone Mobility and Safety.

**Duty 2**

**General Summary:**

**Percentage: 20**

Collaborate with and promote safety with internal and external groups. Solicit feedback from MDOT business teams and meetings with industry, peer states, FHWA, etc. to ensure policies are clearly defined, effective, achievable, and beneficial to road users and construction staff. Engage peer states for assistance in interpreting new FHWA requirements and for advancing new safety innovations. Cultivate professional relationships to promote safety within and extract best practices from our internal and external partners.

**Individual tasks related to the duty:**

- Attend and assist at meetings such as Statewide Alignment Construction Team (SACT), Statewide Design Alignment Team (SDAT), Engineer Operations Committee (EOC) when requested to speak to work zone agenda items.
- Attend and assist at meetings such as Pavement Markings Operations Committee (PMOC), Work Zone Business Team (WZBT), MDOT/Michigan Infrastructure and Transportation Association Work Zone Team and/or other meetings as assigned.
- Actively represent BFS in campaigns with Office of Communications to promote work zone safety and better driver behavior.
- Meet regularly with FHWA Traffic and Safety Engineer on safety issues.
- Work collectively with statewide groups and other users to contribute to a culture of improvement by looking for ways to help our customers by providing helpful pertinent information in documents such as the WZSMM.
- Act as a partner to industry to develop policies and procedures that are beneficial to road users and construction staff.
- Engage in safety committees and work zone safety collaborations as assigned.
- Attend in and out-of-state conferences and workshops as required.

**Duty 3**

**General Summary:**

**Percentage: 10**

Create, maintain and provide training for design, construction staff, consultants, and contractors per the Code of Federal Regulations. Actively participate in public speaking engagements to present policies, changes, innovations, and department initiatives.

**Individual tasks related to the duty:**

- Effectively communicate work zone responsibilities to applicable staff.
- Maintain a high level of consistency within MDOT by providing training and public speaking as required to department staff, local agency staff as well as industry.
- Incorporate crash data into training materials and presentations, as appropriate.
- Produce presentations that effectively communicate department policies and forthcoming changes.
- Provide content for upper management presentations related to statewide safety initiatives.

**Duty 4**

**General Summary:**

**Percentage: 10**

Lead all efforts and ensure completion of yearly statewide reports and crash analysis required by Federal Highway Administration (FHWA) and MDOT policy. Summarize trends to MDOT management and recommend changes to MDOT policy when appropriate.

**Individual tasks related to the duty:**

- Include work zone information in resource documents including, but not limited to, the MMUTCD, The Standard Specifications for Construction, Road and Bridge Standard Plans, Maintaining Traffic Typicals, Michigan Vehicle Code, special provisions, and other documents pertinent to work zone traffic control.
- Ensure yearly work zone crash report is submitted to FHWA.
- Analyze yearly crashes trends. Develop policies to reduce crashes based on work zone crash reports. Engage other work areas to encourage a culture Towards Zero Deaths.
- Ensure yearly Safety Camera report is submitted to Michigan Legislature.
- Coordinate and complete American Association of State Highway and Transportation Officials (AASHTO), FHWA, and State Department of Transportation surveys on work zone safety and mobility topics.
- Communicate work zone specific data to MDOT management as requested.
- Review and lead the efforts for all annual/semi-annual required reporting and self-assessments to oversight agencies such as FHWA; this includes the FHWA Process Review.
- Provide solutions for inconsistencies and areas of non-compliance that can be consistently applied across the Department.

**Duty 5**

**General Summary:**

**Percentage: 5**

Provide statewide consultation to MDOT region and TSC staff, consultants, local agencies, and other organizations with regard to the creation of project MDOT requirements and compliance.

**Individual tasks related to the duty:**

- Participate in construction safety reviews when requested by project staff.
- Assist active construction projects in troubleshooting work zone issues (e.g. unanticipated crash patterns, serious/fatal crashes).

**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.**

- Personal judgment based on prior experiences, technical knowledge, and professional judgment.
- Decisions of technical nature pertinent to work zone development, construction, maintenance, and the operation. These decisions are the basis for establishing policy in the Construction Manual, Work Zone Safety and Mobility Manual, standard specifications, special provisions, typicals, etc.
- Decisions are made independently while adhering to guidelines, policies, and procedures.
- Decisions will affect TSC's, Regions, contractors, and department personnel in other Bureaus.

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

- Decisions that may impose a major impact on the department.
- Issues that would require a change in MDOT policy.
- When a decision may be required from the executive level.
- Distribution of sensitive information to media or industry partners.
- Decisions that may have a significant budgetary impact on MDOT.
- Politically sensitive decisions or those that would significantly impact program resources or represent a change in strategic direction.
- When there is a need for interpretation of Department guidelines, policies, or procedures, when existing policy or specifications are unclear.

**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.**

Travel statewide and/or nationwide, including extended hours and overnight stays. Position may require availability outside normal working hours based on operational needs. Typical work associated with working in an office including operating a computer for prolonged periods of time. Travel to projects and offices statewide which may include field work involving traversing uneven terrain and climbing up and down roadway slopes in close proximity to traffic. 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 functions as the statewide specialist responsible for management, maintenance, support, and execution of the Statewide Work Zone Program. This position performs highly complex work zone related traffic studies and analyses and establishes department policies, procedures and work zone guidelines used by Michigan Department of Transportation (MDOT), local agencies and other outside entities. As a statewide specialist, this position provides expert advice to management, internal and external customers, and responds to public inquiries. This position provides oversight and monitoring of the Statewide Work Zone Program, engages with peers and professionals to advance safety initiatives, and ensures compliance with annual reporting requirements. This position requires a valid driver's license to perform field inspections and testing.

**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 Work Zone Management Unit provides policies, procedures and standards for operational issues related to the overall integrated transportation system. This unit provides services to other divisions, bureaus, other Department of Transportation's, local agencies, businesses, the public and external customers. This position is a statewide specialist for these activities.

**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 Engineering Licensed Specialist 13**

Four years of professional experience equivalent to a Transportation Engineer, including two years equivalent to a Transportation Engineer P11 or one year equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Engineering principles and practices used in the location design, construction, and maintenance of all types of highways, bridges, and related structures.
- Highway laws, codes, standards, and specifications pertaining to highway engineering and costs.
- Materials, methods, and techniques used in the design, construction, and maintenance of highways, bridges, and related structures.
- Procedures and practices applied in the inspection and testing of materials used in highway and bridge construction and the design of such materials.
- Intelligent transportation and traffic management systems technology and applications.
- Traffic operations theory and practice.
- Engineering office practices and procedures.

Ability to:

- Make mathematical computations.
- Design engineering projects.
- Use engineering instruments and tools including computers.
- Read and interpret engineering plans, specifications, and technical reports.
- Maintain records and prepare reports and correspondence related to the work.
- Communicate effectively.
- Maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid driver's license is required and must maintain throughout employment in the position.
- Possession of a registered professional engineer license as required by the State of Michigan.

*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

6/29/2026

\_\_\_\_\_  
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

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Date