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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TRANSPORTATION CENTRAL OFFICE</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>Highways</td>
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<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Engineer-A</td>
<td>Operations</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Staff Engineer</td>
<td>North Region</td>
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<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NIEMI, GARY R; ENGINEER MANAGER LICENSED-3</td>
<td>Traverse City TSC</td>
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<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIPTAK, RICHARD E; STATE ADMINISTRATIVE MANAGER-1</td>
<td>2084 US-31 South, Ste B, Traverse City, MI 49685 / 7:30 - 4:30 / Mon - Fri / Hours May Vary</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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</table>

Performs on a regular basis, professional transportation engineering assignments which are recognized by Civil Service as more complex than those assigned at the experienced level. As a senior worker, this position is a multi-disciplinary position in areas of Call for Projects, design plan preparation and reviews, construction administration, traffic and safety engineering, utility and permits administration, and consultant contract oversight.
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>Percentage: 75</th>
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<tbody>
<tr>
<td><strong>General Summary:</strong></td>
<td></td>
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<tr>
<td>As a senior worker, this position performs more complicated and unusual design projects in addition to completing assigned projects. Assist with TSC call for projects process and scoping.</td>
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<tr>
<td><strong>Individual tasks related to the duty:</strong></td>
<td></td>
</tr>
<tr>
<td>- Design and prepare preliminary and final plans for highways, bridge approaches, drainage structures, municipal utilities, and miscellaneous highway facilities.</td>
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<tr>
<td>- Problem solve requests from the Project Manager, when the plans do not fit the existing environment. Recommend and implement necessary changes to the plans.</td>
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<tr>
<td>- Compile and analyzes engineering data and prepares conclusions and recommendations.</td>
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<tr>
<td>- Estimate cost of projects and prepares proposal information to be included in contract documents.</td>
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<tr>
<td>- Develop data for public review, hearings and informational meetings. Meets with representatives of private industry, local organizations and citizens to discuss proposed highway construction activity.</td>
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</tr>
<tr>
<td>- Request preliminary and background information to begin the preparation of plans. Also participates in field reviews and quality assurance reviews with the federal and state agencies, local county, city and region personnel, being involved with recommendations affecting the project; responsible for the implementation of these recommendations into the final plans.</td>
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</tr>
<tr>
<td>- Attend right-of-way hearings to present ROW requirements to attending interested and affected parties.</td>
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<tr>
<td>- Writing special provisions for non-standard pay items.</td>
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<tr>
<td>- Assist Project Management Engineer in the administration of consultant work that is needed to support the design of projects.</td>
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<tr>
<td>- Assist other Transportation Service Centers and the region with similar design duties.</td>
<td></td>
</tr>
<tr>
<td>- Attend RSL yearly reviews and PASER ratings as part of developing the TSC are Pavement Management Strategies.</td>
<td></td>
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<tr>
<td>- Perform initial field scoping for future projects and development of complete scoping packages with detailed cost estimates for the call for projects.</td>
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<table>
<thead>
<tr>
<th>Duty 2</th>
<th>Percentage: 10</th>
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<tbody>
<tr>
<td><strong>General Summary:</strong></td>
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<tr>
<td>As a senior worker, this position will administer utility coordination and the construction permit program within the Transportation Service Center.</td>
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<tr>
<td><strong>Individual tasks related to the duty:</strong></td>
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</table>
Utilities:

- Coordinate utility relocations involving gas, electric, phone, cable and water system adjustments needed for MDOT construction projects with impacted public utilities.

- Facilitate information exchange between designers and utility owners for the location, adjustment and/or relocation of utility facilities anticipated to be impacted by MDOT construction projects.

- Evaluate responses from utility owners and review in collaboration with designers; monitor for possible utility conflicts with proposed MDOT construction projects.

- Review and analyze design plans at all stages in conjunction with designers to verify accuracy in depicting existing utilities and including necessary utility information and utility adjustments and/or relocations as agreed by all parties.

- Determine the need for, schedule, and conduct utility relocation meetings. Arrange and conduct Utility Coordination meetings to resolve conflict(s) to ensure delivery of design requirements in accordance with MDOT policies and procedures.

- Prepare and provide utility coordination proposal notices and provisions; assure that all utility issues are resolved or sufficiently addressed within the project design and provide notices, provisions, and utility clearance documents to design project managers within the appropriate timeframes to meet design and letting schedules.

- Facilitate and monitor timely submittal, review, and issuance of permits for project-related utility work to avoid negative impacts on the project construction schedule.

- Maintain project files for all utility coordination activities. Update and maintain all utility information receipts and transmittals, and related correspondence.

Permits:

- Review and provide guidance on permit applications as referred by the Transportation Technician(s). Provide guidance and expertise to facilitate the timely resolution of issues and timely permit issuance.

- Review and facilitate resolution of complex permit-related issues using the specifications, policies, standards, laws, and adherence to proper procedures.

- Review all engineering calculations submitted with permit submittals (including drainage analysis) for accuracy and adherence to proper procedures.

- Provide final review of all permit packages and final sign-off permit issuance.

- Provide guidance to the Transportation Technician(s), Transportation Maintenance Coordinator(s), and others who may be assigned to perform construction permit inspection.

- Organize and facilitate partnering meetings with area utility owners and high volume permit customers.

- Utilize the Construction Permit System (CPS), Lane Closure and Restrictions (LCAR), etc. to document projects and permit information and to monitor progress.

- Assist other Transportation Service Centers and the region with similar utilities and permit duties.

**Duty 3**

**General Summary:**

As a senior worker, resolve complex traffic and safety issues within the Transportation Service Center Area. Utilize Traffic Engineering standards, guides, principles, techniques and judgment to administer the safe operation and geometric design of highways and the installation of traffic control devices as their use is related to the safe and effective transportation of people and goods.

**Individual tasks related to the duty:**
- Where applicable, for projects in the Transportation Service Center Area:
  - Prepare and coordinate maintaining traffic plans.
  - Conduct crash analyses and safety reviews for 3R/4R projects at a minimum.
  - Conduct crash analyses and safety reviews for design exceptions and design variances.
  - Prepare and coordinate Transportation Management Plan (TMP) development and execution for significant projects.
  - Perform mobility analyses.
  - Participate in project milestone meetings for input of traffic safety, operations and work zone items.
  - Oversee a team of engineers and technicians in construction work zone reviews to verify adherence to standards and safe work practices on state and local government projects.

- Other traffic safety and operations tasks:
  - Conduct preliminary reviews for traffic control device installations, removals and/or modifications. Prepare work authorizations and coordinate work related to these items.
  - Actively seek opportunities to improve traffic safety through strategies outlined in the North Region Toward Zero Deaths plan.
  - Prepare submittals during the call for projects process for the various Transportation Systems Management and Operations (TSMO) funding templates.
  - Conduct and/or coordinate vehicular speed measurements.
  - Complete Traffic Survey Requests for creating, modifying and/or removing Traffic Control Orders within the TSC area.
  - Prepare the analysis for the annual High Crash List generated by Safety Programs.
  - Conduct and/or coordinate traffic counts for operational and safety studies.
  - Participate in Road Safety Audits as a project owner (within the TSC area) and as a team member (outside the TSC area) as requested.
  - Correspond in written and verbal form with local government officials, law enforcement agencies and the general public regarding traffic safety and operations questions and concerns.
  - Represent the TSC on the North Region Traffic & Safety Business Team.

Duty 4

**General Summary:**

As a senior worker, oversee complex construction projects requiring 100-200 pay items. Responsible for the engineering analysis of highway and bridge projects to fit field conditions to the plans. Interprets the intent of the project documents. Responsible for gathering written work orders and changes to contract quantities. Negotiate costs for extra work on projects. Oversee a team of engineers and technicians in conducting final project documentation reviews on state and local government construction projects. Schedule technicians and balance technician overtime.

**Individual tasks related to the duty:**
- Assist the Construction Manager in the administration of consultant work that is needed to support the construction of projects.
- Assist in the management of all aspects involved in the delivery of contractor/MDOT construction contracts.
- Assign staff to successfully complete inspection and survey requirements.
- Conduct pre-construction meetings.
- Recommend to the engineer of record, answers concerning the approval of extra work, adjustments to the contract, and changes in work terms.
- Ensure that project records are complete and orderly.
- Ensure that projects are "fineded" in a timely manner.
- Participate in all aspects of local agency federal aid projects from plan review through construction. Serve as the primary contact for local governments to resolve project issues. Participate in the statewide Local Agency Construction Engineers meetings, as needed.
- Administer construction budget for extras and overruns of local government projects.
- Execute consultant oversight contracts and the development/administration of said contracts.
- Resolve differences between technicians and contractors to keep the project on schedule.
- Recommend extensions of contracts due to traffic conditions, bad weather, and availability of materials and subcontracts.
- Schedule technicians on a daily basis, balance and post technician overtime every two weeks.
- Oversee warranty administration of Transportation Service Area projects, including the use of Statewide Warranty Administration Database (SWAD).
- Assist other Transportation Service Centers and the region with similar construction duties.

**Duty 5**

**General Summary:**

| Percentage: | 5 |

Build, strengthen, and maintain Transportation Service Area external customer base. Assist and solve customers’ inquiries and assist in the measurement of Service Center processes.

**Individual tasks related to the duty:**

- Represent the department at meetings with consultants, other State or Federal Agencies, and the general public. Extensive contact is made with local government officials.
- Successfully respond to questions from the general public, business organizations, village and city managers, metropolitan planning organizations (MPOs) and rural task forces (RTFs).
- Jointly resolve transportation concerns to pro-actively meet the operational needs of the external customer.
- Meeting with consultants, developers, contractors, local agencies, utility owners, and private individuals regarding access, geometrics, and traffic control along trunklines.
- Ensure that Region Communication Representative is made aware of all activities impacting trunkline and the motoring public.
- Participate in Transportation Service Center, North Region, and statewide business teams to ensure alignment in program delivery and policy implementation.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**
This position will make decisions as to the means and methods to collect facts, analyze and present data to improve overall highway operations. Also decisions that involve standard practices, procedures, and policies applying engineering principles and practices consistent with MDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines. The decisions will affect and impact the traveling public, transportation providers and stakeholders within the region on present and future highway operations. When called to assist personnel on an active construction project, when the traffic control plan can’t be done according to contract documents.

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

When there is a need for interpretation of department guidelines, policies or procedures. Existing policy is unclear. Decision may be required from the executive level, personnel matters, assisting in mitigating controversies.

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.
- Issues that may have statewide impacts or could be precedent setting.

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.

Endurance to work long hours both in the office and in the field when necessary, which exposes individuals to hazards of moving traffic, construction equipment and weather. Ability to work under pressure in order to meet deadlines. Walking on uneven terrain including climbing up and down roadway slopes. Lifting up to 20 pounds. Sitting at a computer for long periods of time. Occasional overnight travel.

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):

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- 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?
24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for the planning and delivery of the programs and projects in the Transportation Service Center. This is a multi-disciplinary position in areas of Call for Projects design plan preparation and reviews, construction administration, traffic and safety engineering, utility and permits administration, and consultant contract oversight.

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 12
Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer P11.

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:

Engineering principles and practices used in 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. Traffic operations theory and practice.

Ability to:

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

Must possess strong and effective organization, team building, facilitation, leadership, and communication skills – both verbal and written.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid driver's 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.

N/A

I certify that the entries on these pages are accurate and complete.

_________________________________________  11/14/2019
STACI ERICKSON                                                      Date
              Appointing Authority

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