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| Position Code TRNSTCHAC58R |
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State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

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| 2.Employee's Name (Last, First, M.I.) | 8.Department/Agency |
| | TRANSPORTATION CENTRAL OFFICE |
| 3.Employee Identification Number | 9.Bureau (Institution, Board, or Commission) |
| | Highways |
| 4.Civil Service Position Code Description | 10.Division |
| TRANSPORTATION TECHNICIAN-A | Bay Region |
| 5.Working Title (What the agency calls the position) | 11.Section |
| Transportation Technician 11 – Office Technician | Davison TSC |
| 6.Name and Position Code Description of Direct Supervisor | 12.Unit |
| BROWN, KEITH G; ENGINEER MANAGER LICENSED-3 | Construction Unit |
| 7.Name and Position Code Description of Second Level Supervisor | 13.Work Location (City and Address)/Hours of Work |
| ULMAN, BRIAN C; STATE ADMINISTRATIVE MANAGER-1 | 9495 E. Potter Road Davison, MI 48423 Mon-Fri: 7:00 a.m.- 3:30 p.m. (hours may vary) |
| 14. General Summary of Function/Purpose of Position | |
| Serve as the recognized resource, Office Technician, assisting the Transportation Service Center (TSC) Construction Engineers with the most complex duties in the administration, oversight, and close-out of all MDOT projects utilizing specialized technical knowledge. Serve as the go-to person relating to getting the field computers, electronic signatures, ProjectWise file locations, data management, implementation of innovative concepts and technology for quantity tracking, and as-built documentation, along with other highly technical computer skills. Leverage technology involved with the project documentation process in order to reduce physical paperwork and reduce cycle time in the processing of construction contract documents. Lead this effort and share concepts and knowledge with other technicians to ensure full implementation of e-construction and future e-project goals. Provide quality assurance, resolve problems, and answer questions regarding standard construction methods and practices to ensure all MDOT and Federal Highway Administration (FHWA) requirements are adhered to throughout the construction. Work with, and act as a resource person for, consultants to coordinate the closeout of federally funded projects. Participate in the full range of duties in all areas of inspection, surveying, and office work on construction of highways, bridges, and allied transportation facilities. Assign and review work assignments, determine priorities, and train employees. Monitor, maintain, adjust, and document all work zone operations | |

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 of Duty 1

% of Time 60

Serve as the TSC recognized resource/expert responsible for the full range of complex office technician duties for project documentation, payment management, and record retention necessary using Field Manager/Field Book, Web Transport, ProjectWise, and e-construction file management for MDOT and Consultant oversight projects.

Individual tasks related to the duty.

- Recognized resource relating to getting the field computers, electronic signatures, ProjectWise file locations, data management, implementation of innovative concepts and technology for quantity tracking, and as-built documentation, along with other highly technical computer skills.
- Share concepts and knowledge with other staff (Office, Region, Lansing), to ensure full implementation of e-construction and future e-project goals.
- Train technicians in the use of e-construction.
- Primary resource in the TSC for all future related developments, including the Civil Integrated Management function.
- Ensure project close out timelines are met and projects are closed out within 120 calendar days.
- Solve problems with the filing system.
- Prepare construction reports (i.e., progress reports, estimates, work orders, contract modifications, contractor evaluations, FHWA 1365 forms) when applicable.
- Oversee maintenance of project files and records supporting contractor payment and quality of work.
- Perform quality assurance (QA)/quality control (QC) on Inspector Daily Reports (IDR's) for all technicians.
- Review contract modification and provide TSC Construction Engineers with recommendations.
- Coordinate interim and final project record reviews.
- Facilitate the project closeout and prepare the final estimate package.

Duty 2

General Summary of Duty 2

% of Time 20

Determine priorities and meet project requirements in terms of documentation.

Individual tasks related to the duty.

- Review all field and office paperwork for completeness.
- Solve the most complex problems and evaluate design changes.
- Use computer, iPhone, and iPad applications for project documentation.
- Prepare construction reports/progress reports, estimates, work orders, contract modifications, contractor evaluations, and recommendations.
- Verify or determine final project quantities.
- Perform QA/QC on IDRs for lower-level technicians.
- Attend pre-construction meetings, progress meetings, plan reviews, Omissions and Error Checks (OEC's), and utility meetings.
- Prepare meeting minutes.
- Lead and train other technicians performing the above duties.
- Assist local governmental units in proper documentation requirements.
- Work with consultant inspection staff to ensure MDOT guidelines are met.
- Complete consultant inspection documentation form.
- Leverage technology involved with the project documentation process in order to reduce physical paperwork and reduce cycle time in the process of construction contract documents.

Duty 3

General Summary of Duty 3

% of Time 10

Perform assignments in various divisions of the department. Participate in in-service training to maintain and upgrade job skills. Suggest, implement, and administer process improvements. Be aware of and be an active participant in all phases of on-the-job safety. Assist in inspection and testing as time permits or as required.

Individual tasks related to the duty.

- Perform inspection and testing as required.
- Oversee proper use of personal protective equipment. Be knowledgeable of current safety regulations and requirements. Follow all safety procedures and policies. Review on-the-job safety issues with the contractor.
- Remain current with changes in technology and industry methods and certifications. Attend classes, seminars, conferences, and other forms of training. Keep current with department procedures and policies. Participate in training and review of all information relating to the position.
- Participate in employee teams to improve TSC business processes.

Duty 4

General Summary of Duty 4

% of Time 5

Monitor, maintain, adjust, and document all work zone operations.

Individual tasks related to the duty.

- Review and understand the traffic management plan (TMP) to ensure that it is implemented as stated in the contract.
- Understand how to monitor and document the effectiveness of the TMP. Monitor the temporary traffic control plan (TTCP) and if it fails to perform as expected, make recommendations to the Construction Engineer to improve.
- Assist the Engineer in working with the contractor to develop, monitor, adjust, and document an internal traffic control plan to minimize delay and improve work zone safety.
- Inform the Engineer when field applications don't match the TMP.
- Comply with MDOT's personal protective equipment policy.

Duty 5

General Summary of Duty 5

% of Time 5

As a lead worker, oversee work of lower-level transportation technicians (8, 9, & E10).

Individual tasks related to the duty.

- Oversee lower-level transportation technicians (8, 9, & E10) in various functions of inspection, survey, and office duties. Assist construction engineer in scheduling technician assignments and overtime, establish work priorities, coordinate activities, and resolve work related problems. Coordinate daily activity needs with contractors. Review, train, and provide guidance in the work of technicians. Participate in and oversee inspection of office construction activities.
- Other duties as required by your supervisor.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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

As the senior worker performing the most complex assignments, make independent decisions based on existing policy, guidelines, and contract documents. If area of question is not covered, this position would make a recommendation to the engineer responsible for the work.

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

Where resolution of a situation is not covered by existing policy, guidelines, or contract documents; when existing policy or specifications are unclear.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Outdoor work in all types of weather; work in close proximity to traffic and construction equipment; work around dirt, concrete, bituminous materials, structures, and excavation. Standing and walking slopes, grades, and uneven terrain 50% of the time. Subject to climbing moderate heights on bridge or descending into confined spaces occasionally which may require wearing a respirator. Some irregular hours to meet contractor schedules. Extensive driving on the job is required, must attend meetings and seminars that may require overnight stays. Ability to transport objects weighing 50 pounds. Requires ability to safely and properly use hazardous chemicals (storage of containers, applications requiring safety equipment including respirators, hearing and eye protection, rubber gloves, and protective clothing). Work under stressful conditions.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
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20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

___ Complete and sign service ratings.

___ Assign work.

___ Provide formal written counseling.

___ Approve work.

___ Approve leave requests.

___ Review work.

___ Approve time and attendance.

___ Provide guidance on work methods.

___ Orally reprimand.

___ 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?

Serve as the recognized resource, Office Technician, assisting the TSC Construction Engineers with the most complex duties in the administration, oversight, and close-out of all MDOT projects utilizing specialized technical knowledge. Serve as the go-to person relating to getting the field computers, electronic signatures, ProjectWise file locations, data management, implementation of innovative concepts and technology for quantity tracking, and as-built documentation, along with other highly technical computer skills. Leverage technology involved with the project documentation process in order to reduce physical paperwork and reduce cycle time in the processing of construction contract documents. Lead this effort and share concepts and knowledge with other technicians to ensure full implementation of e-construction and future e-project goals. Provide quality assurance, resolve problems, and answer questions regarding standard construction methods and practices to ensure all MDOT and FHWA requirements are adhered to throughout the construction. Work with, and act as a resource person for, consultants to coordinate the closeout of federally funded projects. Participate in the full range of duties in all areas of inspection, surveying, and office work on construction of highways, bridges, and allied transportation facilities. Assign and review work assignments, determine priorities, and train employees. Monitor, maintain, adjust, and document all work zone operations.

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 Davison TSC covers an area which provides customer service to the public, contract counties, business agencies, and municipalities. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluating and inspecting bridges and culverts. Active participant in local transportation issues.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of an Associate's degree in concrete technology, civil technology, construction technology, surveying technology, construction management, mathematics, or computer science.

EXPERIENCE:

Transportation Technician 11

Three years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician E10.

Alternate Education and Experience

Transportation Technician 8 - 12

Possession of a Bachelor's degree or higher in an Applied Science or Science with 16 semester hours (24 term) credits in job specific or related course work qualifies for the Transportation Technician E10 level.

OR

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the associate's degree.

OR

Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic may be substituted for the Associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and one year of technician level field experience may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and three years experience equivalent to a Transportation Maintenance Worker 9 may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and two years experience equivalent to an Engineering Assistant may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and completion of 16 semester (24 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the Associate's degree.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Communicate effectively both verbally and in writing.
- Maintain favorable public and employee relations.
- Problem solve.
- Organize and prioritize work to meet tight and multiple deadlines.

Knowledge and/or experience in:

- Documentation of project records, surveys, inspection techniques, and contractor relations.
- Safety practices for employees and public.
- Training techniques

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required.
- Possession of Certification in Computerized Office Technician or possession within 6 months of the date of hire.
- Possession of Density, Aggregate, and Concrete Certifications or possession within 1 year of the date of hire.
- Possession of Storm Water Operator and Soil Erosion and Sedimentation Control Certification or possession within 1 year of the date of hire.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.