

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ENGLMGR3A67N

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 ENGINEER MANAGER LICENSED-3	10. Division Metro Region
5. Working Title (What the agency calls the position) Construction Engineer	11. Section Detroit TSC
6. Name and Position Code Description of Direct Supervisor ADEFESO, OLUKAYODE; ENGINEER MANAGER LICENSED-4	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor FORBES, COLIN P; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1060 W Fort Street, Detroit MI / M-F, 7:30 - 4:30 (hours may vary)

14. General Summary of Function/Purpose of Position

As a manager, coordinate and administer Transportation Service Center (TSC) business processes for Construction operations while maintaining alignment with other TSCs, Regions, and Lansing. This position supervises employees with multidisciplinary skills who are represented by different labor contracts. The manager is charged with meeting deadlines and resolving complex issues to ensure the successful implementations and continuing operations of the MDOT services and products. This position is also responsible to ensure the technical and personal development of employees and their commitment to customer service.

Excellent communication skills are imperative. Creation of development plans for direct reports, knowledge of MDOT's legal authority, negotiating skills, labor relations and the full complement of supervisory techniques are required.

Keep the organization's vision and values at the forefront of decision making and action. Take proactive steps to put the MDOT Leadership Standards of Excellence into practice for yourself and those with whom you work.

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

Manage the delivery of TSC transportation processes for in-house construction engineering, inspection and oversight of transportation projects, in concert with other TSCs, the Region Office and Central Office support areas. Act as the Engineer of record for MDOT construction contracts as assigned.

Individual tasks related to the duty:

- Manage and supervise all aspects involved in the delivery of contractor/MDOT construction projects.
- Assign staff to successfully complete inspection and survey requirements.
- Conduct pre-bid and pre-construction meetings as required and develop a "partnering" relationship with contractors.
- Develop and manage Construction Engineering budgets.
- Prepare and sign work orders. Approve extra work, adjustments to the contract, and changes in work items.
- Ensure that project records are complete and orderly.
- Ensure that projects are "finalized" in a timely manner.
- Address and work to resolve contractor claims for extra compensation or time extensions.
- Actively participate in project development and design activities to advise staff on constructability and address issues to reduce addenda, plan revisions and claims on future projects.
- Perform and document post-construction reviews and as-constructed project costs vs. as-bid costs.
- Conduct meetings with the general public and business agencies concerning upcoming construction projects.
- Oversee vendors providing technical, clerical, & engineering services for the TSC.
- Monitor & approve budgets & billings associated with these services.
- Understand and resolve technology issues associated with the implementation and operation of the TSC.
- Serve as the Transportation First Responder for incidents and emergencies within work zones for assigned projects.

Duty 2

General Summary:

Percentage: 20

Build, strengthen and maintain TSC external customer base.

Individual tasks related to the duty:

- Initiate and maintain contact with local communities and planning organizations to jointly review and resolve transportation issues.
- Document the creation of a "partnering" relationship with external customers.
- Initiate and maintain contact with business organizations and the general public and seek to understand and mitigate their transportation issues.
- Assess the impact of planned construction projects and address traffic mobility, utility issues and permit related concerns.
- Proactively work in concert with the TSC Manager to meet the operational needs of the external customer and negotiate agreements where appropriate.
- Continually strive to improve MDOT's image in association with the Office of Communications.
- Be proficient and strengthen both written and oral presentation skills.

Duty 3

General Summary:

Percentage: 20

Perform functions of a manager. Coordinate, assign, and train staff in conjunction with the TSC Manager and Region Training Coordinator.

Individual tasks related to the duty:

- In association with the TSC Manager and the Region Training Coordinator, justify and assign staff to maximize the development and delivery of MDOT services.
- Manage staff assignments to leverage and develop core competencies of the work unit.
- Manage overtime usage and assignments, consistent with department policies, practices, and bargaining unit agreements.
- Identify training opportunities and facilitate staff training in multi-disciplinary skills to ensure cross-functionality.
- Rotate and cross train staff as necessary for staff development. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Maintain alignment and strategic direction with the TSC Manager, Region and skilled specialists.
- Enhance technology use and understanding by area staff members.
- Establish performance expectations for unit staff ensuring the effective use of the performance management system throughout the unit and complete performance evaluations for employees.
- Approve time sheets and use of leave privileges of unit personnel.
- Handle unit employee relations including the filling of vacant positions, recommending promotions/transfers, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Review and ensure staff compliance with certifications/licenses of subordinate positions.

Duty 4

General Summary:

Percentage: 10

Implement and administer processes and process improvements to ensure delivery of high quality products and services.

Individual tasks related to the duty:

- Utilize employee teams to improve TSC business processes.
- Encourage and mentor staff in Innovative concepts and methods.
- Effectively measure the delivery of area products and services.
- Effectively measure customer expectations, customer satisfaction, and internal area goals and performance.
- Continually seek out methods and ways to improve business processes and outcomes.
- Determine cost of doing business for appropriate areas within the TSC Construction unit.

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

Decisions leading to the assignment of staff to meet multiple priority deadlines are independently made by the employee in this position. Interpretation of MDOT policies and guidelines concerning standards and decisions relative to TSC Operations area budgeting are also made independently. The employee in this position works pro-actively and independently with external customers to meet their most important needs. When a proposed project could result in damage to the state trunkline, construction and traffic management methods are recommended to protect the highway system and its users. Periodic, objective employee reviews are conducted and development plans are devised by the employee in this position.

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

Decisions designated for executive level approval; all personnel related matters; issues of professional and/or political controversy; decisions that require clarification of existing policy, may be in conflict with current policy or applies to an issue or area where policy is non-existent.

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.

Must be able to move about in an office or field environment; may sit at a computer for long periods of time. Periodic field visits may require employee to traverse variable terrain and could occur in inclement weather and heavy volumes of traffic. Numerous demands compete for limited available time and must be balanced to meet frequent deadlines. Interaction with internal and external customers, local agency partners and employees requires a professional demeanor and tactful delivery. Ability to travel is necessary to attend meetings. Hours of work may vary and extend beyond the regular work schedule, including weekends.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	TRANSPORTATION ENGINEER-A	VACANT	TRANSPORTATION TECHNICIAN-A

Additional Subordinates**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

As a manager and supervisor, coordinate and administer Transportation Service Center business processes for Construction operations while maintaining alignment with other TSCs, Regions, and Lansing. This position supervises employees with multidisciplinary skills who are represented by different labor contracts. The manager is charged with meeting deadlines and resolving complex issues to ensure the successful implementations and continuing operations of the MDOT services and products. This position is also responsible to ensure the technical and personal development of employees and their commitment to customer service.

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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 TSC provides customer service to the public, business agencies, and municipalities. This includes resolving complex construction and traffic issues, implementing construction plans and specification, maintaining traffic specifications and Transportation Management Plans, coordinating multiple construction projects, and evaluating road and bridge facilities within the TSC area. This position will serve as the manager for the construction activities within the TSC and will oversee staff which manages other projects and activities as assigned.

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:**Engineer Manager-Licensed 14**

Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11; two years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; or, one year equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- speak and write effectively
- work as a team member in a customer focused environment

- make presentations before groups
- meet and deal effectively with others
- work independently in carrying out assignments
- communicate to varying segments of the public

Knowledge of design and utility engineering principles permitting practices and policies.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a registered professional engineering license as required by the State of Michigan.

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.

None

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

JENNIFER HADDON

9/16/2024

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