

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

Position Code 1. TRALSPL2A36R

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) Highways
4. Civil Service Position Code Description TRANSPORTATION ENG LIC SPL 2	10. Division Bay Region
5. Working Title (What the agency calls the position) Project & Contracts Engineer	11. Section Bay City TSC
6. Name and Position Code Description of Direct Supervisor KATENHUS, STEVEN D; ENGINEER MANAGER LICENSED-4	12. Unit Development
7. Name and Position Code Description of Second Level Supervisor RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2590 E. Wilder Road, Bay City, Michigan 48706 / M-F, 7:30a-4:30p (may vary at mgmt discretion)

14. General Summary of Function/Purpose of Position

The Project and Contracts Engineer's primarily functions as the project manager for all projects in the Bay City Transportation Service Center (TSC) area, including projects designed by the TSC, Region, elsewhere within the Michigan Department of Transportation (MDOT), and/or by consultants. This position monitors the cost, scope and schedule for the multi-year set of projects assigned and administers consultant contracts. This position also includes extensive coordination with the Region and Statewide project development functions, maintains project records, and communicates relevant project information to all stakeholders as appropriate.

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: 40

Define, monitor, and control the scope, cost, and schedule for all projects within in the Bay City TSC area.

Individual tasks related to the duty:

- Acts as the project manager coordinating the flow of all information related to all projects in the TSC area, regardless of design lead (TSC, Region, Lansing Central Office, consultant, and/or combination thereof). Works with other resources to keep abreast of project progress.
- Oversees the initiation of scoping and estimating, programming, and the design process.
- Makes engineering and/or project decisions and participates in Road Safety Audits.
- Arranges and facilitates project meetings, including stakeholder engagement (e.g. communication plans, brochures, public meetings, local agency discussions, etc.)
- Develops quality assurance/control measures and reviews submittal packages for compliance with professional engineering principles and practices, MDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.
- Prepares project packages for bid letting, including all required supporting documents.
- Utilizes department information management systems (e.g. ProjectWise, JobNet, Planisware, and Phase Initiator) to document, assist in the determination of project parameters, and to monitor and control cost, scope, and schedule for the multi-year set of projects assigned.
- Schedules and conducts regular meetings with TSC design staff to review tasks and schedules. Creates an open dialogue with staff to discuss the most effective methods for design and construction, as well as identifying future project needs.
- Reviews and signs-off on final plans, specifications, and estimates for assigned projects.

Duty 2

General Summary:

Percentage: 25

Oversees the administration of consultant contracts for the performance of project related tasks. Identifies and coordinates the selection of resources to successfully complete project tasks during the scope and design phases of highway construction projects.

Individual tasks related to the duty:

- Prepares contract documents for assigned projects.
- Develops and administers the preparation of the scope of services, the selection process, and the contract for consultant engineering services.
- Works with TSC, Region and Lansing Central Office staff to identify resource needs based on conceptual project parameters and interpreting contract language as necessary. Confirm resource availability and select staff for project team assignments.
- Administers consultant contracts for project related tasks including oversight and direction of engineering activities, and the consultant selection process.
- Manage consultant payments per contract documents and prompt payment guidelines including reviewing payment invoices and progress reports to make recommendation for payment for services completed.
- Prepares evaluations of the consultant's project submittals and overall performance on the project.
- Serve as the MDOT Project Manager and ensure design is consistent with MDOT and FHWA guidelines.

Duty 3

General Summary:

Percentage: 20

Coordinates and participates with Region and State staff for project scoping and development needs.

Individual tasks related to the duty:

- Represents the TSC at monthly Region Development Business Team meetings to coordinate project scopes, cost, schedules, and other development needs.
- Keeps region leadership abreast of current project schedules and statuses utilizing Project Management Tracking Software (e.g. Planisware).
- Programs projects and tracks project funding and costs utilizing JobNet and Phase Initiator. Submits timely change requests to update costs and /or schedules as needed.
- Creates the TSC strategy for the yearly Call For Projects process to maximize available funding and improvements to the TSC's transportation network. Maintains and prioritizes a wish list of projects for each template (e.g. reconstruction and rehabilitation (R&R), Construction Project Management (CPM), Congestion Mitigation and Air Quality (CMAQ), Traffic and Safety (T&S), etc.). Works to optimize highway and bridge asset life, as well as works to achieve the Toward Zero Deaths goal
- Updates tracking spreadsheets, including but not limited to: 5-year Program, Construction Engineering (CE) costs, consultant contracts, hot-mix-asphalt (HMA) and concrete project quantities
- Responds to "fire drills" (e.g. quick turn-around project candidate scenario exercises) when they occur.

Duty 4**General Summary:****Percentage: 10**

Presents at and participates in meetings with local partners and ensures the State Transportation Improvement Plan (STIP) and Long-Range Plan are up to date.

Individual tasks related to the duty:

- Holds project stakeholder meetings to gather input and identify concerns.
- Attends annual Transportation Summits
- Attends Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) and policy meetings as necessary. Provides input regarding MDOT projects and objectives at meetings as needed.
- Ensures MDOT's projects on the MPO's STIP remain up to date. Works with the Region Planner to review and submit any amendments or administrative modifications to the STIP. Ensure the Long-Range Plan updates remain consistent with MDOT goals.
- Attends local partner meetings such as Heritage Route or Safe Routes to School.
- Builds positive relationships between MDOT and external stakeholders, local communities, and the consultant industry.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Represents the department at various meetings.
- Serves on quality action teams working on process improvements.
- Assists other TSCs with similar project-related duties.
- Participates in various region activities (e.g. scoping studies, etc.).
- 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.

Decisions that involve the application of standard design practice or procedures. These decisions affect the design or construction of a project. In addition, decisions affect project management and the requirements needed to complete projects on time and within budget. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, and AASHTO standards and guidelines.

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

When changes in policy are required. Changes in previously approved project scope, cost, or schedules. Conflicts in engineering standards, practices, or legal requirements.

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.

Traversing uneven terrain including moving up and down roadway slopes during grade inspections. Transporting up to 20 pounds. Moving in and out of traffic while performing project oversight. Climbing under bridges, over water, wading in water to probe footings, and continually working near heavy traffic. Moving around in an office setting including remaining in a stationary position at a computer for long periods of time. Ability to travel throughout the region to attend meetings and project locations is required as well as occasional statewide travel. Occasional overnight travel may be required. Position may require availability outside normal working hours based on operational needs.

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?

The Project and Contracts Engineer's primarily functions as the project manager for all projects in the Bay City Transportation Service Center (TSC) area, including projects designed by the TSC, Region, elsewhere within the Michigan Department of Transportation (MDOT), and/or by consultants. This position monitors the cost, scope and schedule for the multi-year set of projects assigned and administers consultant contracts. This position also includes extensive coordination with the Region and Statewide project development functions, maintains project records, and communicates relevant project information to all stakeholders as appropriate.

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 area is responsible for delivering highway construction programs, while effectively operating the highway system. The duties of this position coordinate between operations and construction for the development of the TSC programs. This position enhances the work area's ability to have operational authority over consultant contracts and deliver projects within the scope, budget, and schedule.

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.

Possession of a Bachelor of Science degree in Civil Engineering, preferred.

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.

Experience in road and/or bridge scoping, design, construction, safety, project management, and consultant contract administration preferred. A combination of several of these is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- engineering principles
- the development, oversight, and coordination of contract administration
- the development process and key elements of highway construction projects
- highway construction project scoping and design
- construction standards and practices
- MDOT policies and procedures
- MDOT management systems (e.g. JobNet, Planisware, Phase Initiator, etc.)

Skill in:

- organizational team building
- facilitation, negotiation, and leadership
- communicating effectively

Ability to:

- organize and set priorities
- maintain project records
- prepare reports and correspondence related to ongoing work
- promote and maintain favorable public relations

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a Professional Engineer's license in State of Michigan 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.

JENNIFER HADDON

9/9/2025

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