

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

<b>Position Code</b>
1. TRALSPL2C15R

## 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> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENG LIC SPL 2	<b>10. Division</b> Bay Region
<b>5. Working Title (What the agency calls the position)</b> Projects & Contracts Engineer	<b>11. Section</b> Development
<b>6. Name and Position Code Description of Direct Supervisor</b> SHELTON, ANNETTE K; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> Projects and Contracts
<b>7. Name and Position Code Description of Second Level Supervisor</b> RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 5859 Sherman Road, Saginaw, MI 48604 / M-F, 8a-4:30p (hrs may vary at mgmt discretion)

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

This position functions as a Projects & Contracts Engineer in all tasks associated with consultant contract administration for assigned projects within all of Bay Region and provides programmatic and project expert technical advice and consultation to the vendor for the completion of project tasks. This position defines, initiates, monitors, and controls the scope of work, the cost, and the schedule for multiple projects in the multi-year program. Additionally, this position is responsible for making engineering decisions and providing final sign-off on plans, specifications, proposals, contract modifications, and work orders for assigned transportation projects, maintains project records and communicates relevant project information to all stakeholders as appropriate.

This position requires possession of a valid driver's license to perform field reviews and meet with project staff and stakeholders.

**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**

Administer consultant contracts for the performance of project related tasks.

This position requires possession of a valid driver's license to meet with project staff and stakeholders.

**Individual tasks related to the duty:**

- Prepare contract documents for assigned projects.
- Develop and administer the preparation of the scope of services, the selection process, and the contract for consultant engineering services.
- Administer consultant contracts for project related tasks including oversight and direction of engineering activities.
- Review payment invoices and progress reports and make recommendations for payment for services completed.
- Review and sign-off on final plans, specifications, and estimates for assigned projects.
- Provide technical advice and consultation to vendors for the completion of project tasks.
- Compile and maintain all vendor contract records.
- Prepare evaluations of the consultant's project submittals and overall performance on the project.
- Represent the Transportation Service Center (TSC) and Region in building positive working relationships with consultants.
- Keep project manager informed of project progress.

**Duty 2**

**General Summary:**

**Percentage: 25**

Serve as the Project Manager for assigned transportation projects in the Design phases. Define, initiate, monitor, and control the scope, cost, and schedule for all projects assigned. Identify and coordinate the selection of resources to successfully complete project tasks during the Design phases of transportation projects. Direct and coordinate resources to efficiently complete project tasks.

This duty requires possession of a valid driver's license to perform field reviews.

**Individual tasks related to the duty:**

- Develop and implement quality control/quality assurance measures related to project parameters to ensure conformance with professional engineering principles and practices and Michigan Department of Transportation (MDOT), Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.
- Apply engineering principles and practices in determining project scope, costs, and schedules during the Design phase of projects. Monitor and control construction engineering costs, contract costs, and project schedules for assigned projects.
- Review and sign-off on final plans, specifications, and estimates.
- Work with TSC and Region staff to identify resource needs based on project parameters and interpreting contract language as necessary.
- Identify resource availability and document and monitor project parameters utilizing department information management systems (e.g., JobNet, Phase Initiator and Planisware etc.).
- Identify and acquire resources required to successfully complete project tasks. Work with functional area/resource managers to confirm resource availability and assign staff for project team assignments.
- Provide direction to consultants, project team members, and sub-teams to ensure alignment of all members to project goals and parameters.
- Coordinate resources and tasks to maximize efficiently and effectiveness of the project team utilizing best practices and department information management tools (e.g., JobNet and Planisware, etc.).

**Duty 3**

**General Summary:**

**Percentage: 10**

Coordinate engagement of project stakeholders during the development phase.

**Individual tasks related to the duty:**

- Direct the development and implementation of communication mechanisms that keep all relevant stakeholders properly informed of all project related information and engaged in the project's execution. Stakeholders include, but are not limited to, external partners and customers (e.g., motorists, residents, businesses, etc.), local units of government and elected officials, contractors, project team members, department managers/leadership, etc.
- Maintain and report on the progress and performance of assigned resource staff, including consultants used for project tasks.
- Serve as the point of contact for project inquiries from stakeholders and the media.
- Compile and maintain all project records.

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

Prepare Scoping Packages per the Scoping Manual for road, bridge or other templates as needed.

**Individual tasks related to the duty:**

- Attend early scoping/corridor planning meetings with Region and TSC staff.
- Attend Region Call for Projects Ridearounds.
- Prepare initial estimates for the preliminary Call for Projects list
- Prepare Project Scoping Packages per the Scoping Manual including visiting the project location, measuring quantities, taking photographs, preparing cross sections, detailing existing conditions, reviewing current geometrics, preparing recommendations for proposed work, and outlining information for drainage, guardrails, utilities, traffic signals and sidewalks.
- Review Scoping Packages with Region Personnel and appropriate TSC personnel.

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

Other duties as assigned.

**Individual tasks related to the duty:**

- Prepare documents for Call for Projects including justification forms and review and analysis forms.
- Analyze condition data to determine appropriate fix for transportation assets.
- Represent the department at various meetings.
- Serve on quality action teams working on process improvements.
- Build positive relationships between MDOT and external stakeholders, including local communities and the consultant industry.
- Assist other TSCs with similar project related duties.
- 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 practices or procedures. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, and AASHTO standards and guidelines. These decisions will affect the design or construction of a project. In addition, decisions will affect project management and the requirements needed to complete projects on time and within budget.

**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, and 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. 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. Occasional overnight travel may be required. This position requires possession of a valid driver's license. Position may require availability outside of 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):**

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 a Projects & Contracts Engineer in all tasks associated with consultant contract administration for assigned projects within all of Bay Region and provides programmatic and project expert technical advice and consultation to the vendor for the completion of project tasks. This position defines, initiates, monitors, and controls the scope of work, the cost, and the schedule for multiple projects in the multi-year program. Additionally, this position is responsible for making engineering decisions and providing final sign-off on plans, specifications, proposals, contract modifications, and work orders for assigned transportation projects, maintains project records and communicates relevant project information to all stakeholders as appropriate.

This position requires possession of a valid driver's license to perform field reviews and meet with project staff and stakeholders.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

- Duty 2 revised from 35% to 25%
- Added Duty 4 – Preparation of Scoping Packages
- Renumbered Duty 4 to Duty 5 and added bullets one and two for Call for Projects duties and condition data
- Updated task language to move measurable portion to the front of the task
- Added required statements for driver's license requirement
- Included inclusive language
- Minor grammatical and formatting corrections

**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 are critical to the work area's ability to deliver the 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.

**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:

- The principles and practices of engineering

- The development, oversight, and coordination of contract administration
- The project development process and key elements of highway construction projects
- Highway construction project scoping, 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 registered Professional Engineering license as required by the State of Michigan.
- Possession of a 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.***

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Supervisor

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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.***

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JENNIFER HADDON

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12/30/2025

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Appointing Authority

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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