

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

Position Code 1. TRAENGAC73R

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 TRANSPORTATION ENGINEER-A	10. Division Grand Region
5. Working Title (What the agency calls the position) Assistant Construction Engineer	11. Section Operations
6. Name and Position Code Description of Direct Supervisor VAN NORWICK, CHRISTOPHER A; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor TELLIER, THOMAS; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1420 Front Ave. NW, Grand Rapids MI 49504 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary

14. General Summary of Function/Purpose of Position

This is a senior engineer position focused on Construction Administration with other duties in Maintenance Administration, Materials and Testing Administration and overseeing the work of technicians and contractor staff on various projects. This position serves as the assistant to the Region Construction Engineer, and functions in a multi-disciplinary role assisting, coordinating, and administering the Region business processes for state and local construction engineering, with a focus on quality assurance, material testing, work zone safety and mobility, contract modifications, extension of times, prompt payment, prevailing wages, Disadvantaged Business Enterprise (DBE) program, claims, warranties, final reviews, and project finalizing. This senior level position assists the Region Construction unit to maintain alignment within the Region and with other Transportation Service Centers (TSCs), Regions, Lansing Central Office, and the Federal Highway Administration (FHWA). This position is also responsible for assisting with construction project administration on a limited number of region-wide projects, as assigned.

This position is responsible for meeting deadlines, meeting Michigan Department of Transportation (MDOT) customer needs, resolving complex issues to ensure successful process, project, and program implementation, managing budgets, and ensuring continued operations for delivery of MDOT services and products. This responsibility includes participating in the Region construction business team, innovative contract delivery methods, and providing input and/or standing in for Region Construction Engineer on statewide construction teams. This position requires possession of a valid driver's license to perform field visits and conduct Work Zone Safety and Mobility (WZSM) reviews.

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

Assist Region Construction Engineer with the quality assurance for the Region's state and local construction operations. Monitor delivery of the program, provide leadership and expertise to solve complex issues, and implement improved processes. Ensure alignment with Region and statewide policies and guidelines. This duty requires possession of a valid driver's license to perform field visits and conduct Work Zone Safety and Mobility (WZSM) reviews.

Individual tasks related to the duty:

- Assist with developing and providing Quality Assurance (QA) programs for the Region's construction engineering and implement appropriate strategies to ensure high quality projects delivered on time and within budget
- Monitor and ensure construction compliance and effectiveness, with a focus on WZSM policy implementation and compliance, work zone enforcement reporting, and work zone traffic control QA, Soil Erosion and Sedimentation Control (SESC)/National Pollutant Discharge Elimination Systems (NPDES) compliance, contract modifications, extension of times, prompt payment, prevailing wages, DBE program, claims, final reviews, project finalizing, warranty inspections and corrective actions, construction engineer(CE)/testing consultant selection and effectiveness, overtime management, etc.
- Gather written work orders and changes to contract quantities. Brief the engineer and communicate to contractors, consultants, and MDOT staff work order requirements.
- Oversee a team of engineers and technicians in conducting final project documentation reviews on state and local government construction projects. Based on recommendations and list of concerns provided, make final decisions on resolution of concerns, and make recommendations to manager on approving or denying project files and documentation to close-out the project. Oversee and troubleshoot local government oversight projects. Provide advice and serve as the liaison to Local Agency Program (LAP) staff in central office.
- Responsible for the engineering analysis, project schedule, and project coordination of highway and bridge projects to resolve field issues. Interpret project plan documents and provide direction on the intent in the field.
- Participate in the Region construction business team. Establish agenda, compile minutes and distribute to key Region staff.
- Assist in the implementation and application of innovative contract delivery methods
- Provide input and/or stand in for Region Construction Engineer for standing or ad hoc region and statewide construction teams when requested.
- Organize, schedule, and attend Region claims and assist in the write-ups of determinations.
- Monitor construction costs, contract modifications, and approval processing, including but not limited to, tracking contract modifications, extensions of time and processing pay estimates, etc. Track overdue finals and report out quarterly.
- Monitor Project Engineer (PE) assignments by letting.

Duty 2

General Summary:

Percentage: 20

Work with the Region Construction Engineer as the Region's Construction Liaison responsible to coordinate and collaborate on state and local construction and construction contract issues and topics with each Region TSC, other Region's TSCs, Lansing Central Office, FHWA, and other construction, construction engineering, and material stakeholders. Build, strengthen, and maintain positive relations with these groups.

Individual tasks related to the duty:

- Work with TSC Construction Engineers and Assistants in communicating issues and objectives leading to alignment of statewide policies and guidelines.
- Assist with project scoping.
- Attend plan review meetings, Final Project Coordination (FPC) meetings, and post construction review meetings, as requested
- Represent the Region at stakeholder meetings.
- Attend Region construction staff meetings and region claim meetings as requested.

Duty 3

General Summary:

Percentage: 20

Work with the Region Construction team responsible for material testing for the Region's state and local construction operations. Monitor delivery of the program, provide leadership and expertise to solve complex issues, and implement improved processes. Oversee the work of technicians, consultants and contractors. Ensure alignment with Region and statewide policies and guidelines.

Individual tasks related to the duty:

- Assist with the Region material testing efforts and ensure that materials incorporated into state and local projects are compliant with contract expectations; monitor effectiveness of labs performing Region testing or verification
- Provide the Region Construction Team with QA material testing for state and local projects.
- Oversee the Region's Independent Assurance Testing Program.
- Oversee any Region-wide consultant testing contracts, and track costs and effectiveness.
- Provide input to standing or ad hoc region and statewide material teams.
- Measure and report on cost, schedule, and quality of state and local material results and work to improve the overall QA of projects.

Duty 4

General Summary:

Percentage: 15

Assist the Engineer of record in the administration of construction engineering and consultant construction engineering contracts.

Individual tasks related to the duty:

- Work with Contract Services Division (CSD) in writing the scope of work and estimating hours and directly communicate with consultants and CSD regarding contracts and required work. Report, document, and monitor progress of projects and contracts. Contracts can be Specialized Services, Indefinite Services, As Needed Services, or Full Service. Communicate and approve/disapprove payment estimate milestones, verification of services, scheduled milestones, and extension of services when needed.
- Assist with and/or lead region-wide consultant construction engineering contracts. Monitor program of as needed or full construction engineering contracts. Assist with preparing consultant contract documents.
- Oversee vendor contracts by establishing scopes of work, developing cost estimates, reviewing vendor proposals, coordinating the vendor selection and contract award process, resolving contract issues, negotiating with vendors on contract changes, acceptance of vendor work, recommending vendor payment invoices, and preparing vendor performance evaluations. Utilize department management systems to coordinate resources and tasks to maximize efficiency and effectiveness of the project team and to ensure the assigned project tasks and deliverables are completed on time and within budget as in the approved scope.
- Arrange and lead pre-construction meetings for assigned projects.
- Review requests from contractors for changes, extras, and adjustments to contracts.
- Coordinate projects with several ongoing jobs involving high impact traffic control issues.
- Coordinate construction engineering consultants and utility companies with prime contractors.
- Assist in preparing written work orders, authorizations, and issuing instructions to contractors for extra work needed on projects. Provide for the analysis, engineering and documentation of the overall QA of projects.
- Oversee the preparation of project documentation, records, and files.
- Assist Region Construction Engineer and Operations Technician with Workzone and Mobility Reviews.
- Facilitate the timeliness of project paperwork.
- Manage project CE and construction budgets.
- Arrange and assist or lead in project progress meetings.
- Complete Consultant Performance Evaluations and Review approve Consultant invoices.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Represent the Department in public informational meetings as needed.
- Respond to questions from the general public, business organizations, village and city officials, Metropolitan Planning Organizations (MPO's) and Rural Task Forces (RTF).
- Continually strive to improve MDOT's image.
- 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.

Interpret MDOT policies and guidelines concerning budgeting issues. Decisions related to engineering principles and practices consistent with MDOT, FHWA, Michigan Occupational Safety and Health Administration (MIOSHA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines and being able to meet multiple priority deadlines. Solve construction problems, related final review questions, and wage compliance issues based on specifications, manuals and other documents. Work with TSC's, Contractors and Consultants to resolve problems as needed because of on-going construction projects.

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

When existing policy is unclear. When a decision may be required from the executive level; personnel matters; assistance in mitigating controversies; and revision of a program schedule.

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.

Moving in and around an office setting, including remaining in a stationary position at a computer for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including moving up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to heavy traffic, including moving in and out of traffic climbing under bridges, and wading in water as required. This position requires possession of a valid driver's license. 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?

This is a senior engineer position focused on Construction Administration with other duties in Maintenance Administration, Materials and Testing Administration and overseeing the work of technicians and contractor staff on various projects. This position serves as the assistant to the Region Construction Engineer, and functions in a multi-disciplinary role assisting, coordinating, and administering the Region business processes for state and local construction engineering, with a focus on quality assurance, material testing, work zone safety and mobility, contract modifications, extension of times, prompt payment, prevailing wages, Disadvantaged Business Enterprise (DBE) program, claims, warranties, final reviews, and project finalizing. This senior level position assists the Region Construction unit to maintain alignment within the Region and with other Transportation Service Centers (TSCs), Regions, Lansing Central Office, and the Federal Highway Administration (FHWA). This position is also responsible for assisting with construction project administration on a limited number of region-wide projects, as assigned.

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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?

This work area performs construction engineering oversight and administration. This position serves as the Assistant Region Construction Engineer within the Operations Section of the Region office.

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:

Knowledge of:

- Engineering principles

Ability to:

- Communicate effectively
- Work as part of a team
- Oversee, lead, and train others
- Make presentations before groups
- Meet with and work effectively with others
- Be resourceful and use initiative to work independently
- Relate segments of the engineering process to all segments of the public

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid Michigan Driver's License 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

Appointing Authority

8/18/2025

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