

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 Operations - Bay Region
4. Civil Service Position Code Description TRANSPORTATION ENG LIC SPL 2	10. Division Transportation
5. Working Title (What the agency calls the position) Projects & Contracts Engineer	11. Section Mt. Pleasant TSC
6. Name and Position Code Description of Direct Supervisor HOFWEBER, JACK M; ENGINEER MANAGER LICENSED-4	12. Unit Operations
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 1212 Corporate Dr., Mt. Pleasant, MI 48858 / Mon.-Fri., 7:30 am – 4:30 pm (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position serves as the Projects and Contracts Engineer primarily functioning as the project manager for all projects in the Mt Pleasant Transportation Service Center (TSC) area, including projects designed by the TSC, 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.</p> <p>This position is a key component of the Mt Pleasant TSC for MDOT, where various professional and technical staff need to coordinate together from various locations to maintain coverage and customer service for the transportation needs for Clare, Gladwin, Gratiot, Isabella, and Midland, Counties.</p> <p>This position requires possession of a valid driver's license to meet with project staff and stakeholders.</p>	

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

Serve of the project manager. Define, monitor, and control the scope, cost, and schedule for all projects within the Mt Pleasant TSC area.

Individual tasks related to the duty:

- Act as the project manager coordinating the flow of all information related to all projects in the TSC area, regardless of design lead (e.g., TSC, Region, Lansing Central Office, consultant, and/or combination thereof). Work with other resources to keep abreast of project progress.
- Oversee the initiation of scoping and estimating, programming, and the design process.
- Make engineering and/or project decisions and participate in Road Safety Audits.
- Arrange and facilitate project meetings, including stakeholder engagement (e.g., communication plans, brochures, public meetings, local agency discussions, etc.)
- Develop quality assurance/control measures and review 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.
- Prepare project packages for bid letting, including all required supporting documents.
- Utilize 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.
- Schedule and conduct regular meetings with TSC design staff to review tasks and schedules. Create an open dialogue with staff to discuss the most effective methods for design and construction, as well as identifying future project needs.
- Review and sign-off on final plans, specifications, and estimates for assigned projects.

Duty 2

General Summary:

Percentage: 25

Oversee the administration of consultant contracts for the performance of project-related tasks. Identify and coordinate 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:

- 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.
- Work with the 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.
- Administer 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 recommendations for payment for services completed.
- Prepare evaluations of the consultant's project submittals and overall performance on the project.
- Serve as the MDOT Project Manager and ensures design is consistent with MDOT, FHWA, and AASHTO guidelines.

Duty 3

General Summary:

Percentage: 20

Coordinate and participate with Region and State staff for project scoping and development needs.

Individual tasks related to the duty:

- Represent the TSC at monthly Region Development Business Team meetings to coordinate project scopes, cost, schedules, and other development needs.
- Keep region leadership abreast of current project schedules and statuses utilizing preconstruction project management tracking software (e.g., Planisware).
- Program and track project funding and costs utilizing JobNet and Phase Initiator. Submit timely change requests to update costs and/or schedules, as needed.

- Participate in TSC pavement condition rating reviews. Remain familiar with recent and future projects, in order to anticipate additional project candidates. Coordinates with maintenance to address unmet needs.
- Create the TSC strategy for the yearly Call for Projects process to maximize available funding and improvements to the TSC's transportation network. Maintain and prioritize a wish list of projects for each template (e.g., reconstruction and rehabilitation (R&R), capital preventive maintenance (CPM), traffic & safety (T&S), etc.) Work to optimize highway and bridge asset life, as well as working to achieve the Toward Zero Deaths goal.
- Review vulnerable road user (VRU) concerns and consider options for improvements in project scopes.
- Update 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 turnaround project candidate scenario exercises) when they occur.

Duty 4

General Summary:

Percentage: 10

Present at and participate in meetings with local partners and ensure the Transportation Improvement Plan (TIP), State Transportation Improvement Plan (STIP) and Long-Range Plan are up to date.

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

Individual tasks related to the duty:

- Hold project stakeholder meetings to gather input and identify opportunities and concerns.
- Attend annual meetings with local officials.
- Attend Midland Area Transportation Study (MATs) meetings. Provide input regarding MDOT projects and objectives at meetings, as needed.
- Ensure MDOT's projects on the metropolitan planning organization's (MPO's) TIP, and rural task force's STIP remain up to date. Work with the Region Planners to review and submit any amendments or administrative modifications to the TIP/STIP. Ensure the Long-Range Plan updates remain consistent with MDOT goals.
- Attend local partner meetings, such as MI Pure Byways or Safe Routes to School.
- Build positive relationships between MDOT and external stakeholders, local communities, and the consultant industry.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

This duty may require possession of a valid driver's license to meet with project staff and stakeholders.

Individual tasks related to the duty:

- Represent MDOT at various meetings.
- Serve on quality action teams working on process improvements.
- Assist other TSCs with similar project-related duties.
- Participate 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 the 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. 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):

- | | |
|---|--|
| <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 position serves as the Projects and Contracts Engineer primarily functioning as the project manager for all projects in the Mt Pleasant Transportation Service Center (TSC) area, including projects designed by the TSC, 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.

This position is a key component of the Mt Pleasant TSC for MDOT, where various professional and technical staff need to coordinate together from various locations to maintain coverage and customer service for the transportation needs for Clare, Gladwin, Gratiot, Isabella, and Midland, Counties.

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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 work area is responsible for delivering highway construction programs, while effectively operating the highway system. The duties of this position coordinates 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 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 in Civil Engineering is preferred.

EXPERIENCE:

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.)

Skills 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 valid driver's license is required and must be maintained throughout employment in the position.
- Possession of a registered professional engineering license as required by the State of Michigan and must maintain throughout employment in the position.

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

3/17/2026

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