

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

Position Code 1. ENGLMGR3B79N

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 Bay Region
5. Working Title (What the agency calls the position) Region Design Engineer	11. Section Development
6. Name and Position Code Description of Direct Supervisor SHELTON, ANNETTE K; ENGINEER MANAGER LICENSED-4	12. Unit Design
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 5859 Sherman Road, Saginaw, MI / Mon-Fri, 7:30 am - 4:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

As a first-line professional manager, coordinate and administer the Region business processes for preliminary (design) engineering, with a focus on the production of road design plans, specifications, and estimates; perform quality assurance activities; and assist in public involvement. The manager maintains alignment within the Region and with other Regions, Lansing Central Office, and the Federal Highway Administration (FHWA).

The manager 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 leading the Region design business team, leading innovative contract delivery methods, and participating as a member of statewide design teams.

This position acts as a supervisor and is responsible to ensure the technical and personal development of employees and their commitment to customer services.

This position requires possession of a valid driver's license to perform on-site 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: 55

Serve as the manager responsible for the development of road construction design documents. 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 on-site reviews.

Individual tasks related to the duty:

- Supervise and be responsible for the preparation of design plans, specifications, and estimates for various road design construction projects, including rights-of-way plans, in accordance with the project budget and schedule.
- Monitor the design unit's performance, and that of other resource areas, and make necessary adjustments to ensure quality and production commitments are met and schedule networks are accurate.
- Establish and implement effective and efficient quality control plan for all work performed in the unit.
- Facilitate and participate in plan reviews.
- Facilitate innovative design techniques including contract delivery methods.
- Coordinate project development with other work areas as well as governmental and private agencies, railroads, and utilities.
- Develop agreements with governmental and private agencies, railroads, and utilities.
- Participate in pre-letting briefings and pre-construction meetings.
- Serve as advisor on revisions to construction plans after contract has been awarded.
- Participate in post-construction critiques with construction staff and contractors.
- Work with the designated Transportation Service Center (TSC) staff to determine project assignments, budgets, schedules, and available resources.
- Prepare cost estimates for programming funds in preparation of special engineering studies.
- Serve as the single point of contact for road design (e.g., capacity, standards, procedures, plan preparation, etc.) in the Region.
- Serve on statewide alignment teams including the Statewide Design Alignment Team (SDAT) and make recommendations related to design policy and procedures.
- Measure performance and make systematic and continuous improvements as needed and report on the same.

Duty 2

General Summary:

Percentage: 25

Perform the necessary functions of a supervisor.

Individual tasks related to the duty:

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.
- Oversee the area's operating budget and monitor expenditures to ensure compliance as appropriate.
- Work with other Region managers in the development and implementation of the technical workforce development plan for the Region.

Duty 3

General Summary:

Percentage: 10

Serve as manager for quality assurance of all Region design projects.

Individual tasks related to the duty:

- Review plans for Region projects designed by others and participate in significant milestone review meetings.
- Coordinate region unit bridge approach work with the bridge designers.
- Coordinate region unit design work with Rest Area and Welcome Center designers.
- Lead the quality assurance process for projects within the Region design unit.
- Coordinate with designated TSC Engineers to assure final quality of the completed design package.
- Recommend changes to Region policies and procedures aimed at improving our business better, faster, cheaper, safer, and smarter.
- Measure performance and make systematic and continuous improvements as needed and report on the same.

Duty 4

General Summary:

Percentage: 5

Serve as the manager responsible for resolving complicated design issues, interfacing with complex Early Preliminary Engineering (EPE) phase work including Environmental Impact Statement (EIS) and Environmental Assessment (EA) actions, related public and community involvement, and stakeholder engagement.

Individual tasks related to the duty:

- Perform design work required during a project's EPE phase and seek solutions to environmental clearance challenges.
- Comply with the environmental clearance expectations within design plan development.
- Prepare cost estimates.
- Assist TSCs in moderating or participating in public, community, and stakeholder meetings.
- Engage stakeholders.
- Identify and resolve problems and improve processes and procedures.

Duty 5

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Serve on technical committees.
- Assist with project scoping.
- Represent the Region at stakeholder meetings.
- Serve as an expert witness.
- 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.

When decisions are required to assign staff to meet multiple priority deadlines. Interpret MDOT policies and guidelines concerning budgeting issues. Decisions relative 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.

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

When existing policy is unclear or when changes or variances from existing MDOT policy, guidelines, or procedures are needed. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversial matters, or revisions of specification or contractual matters.

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, and transporting materials up to 25 lbs. Working in close proximity to 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	ENGINEERING ASSISTANT-E 6		LAND SURVEYOR LICENSED-A 12
	LAND SURVEYOR LCNSD SPL-2 13		TRANSPORTATION ENGINEER-A 12
	TRANSPORTATION ENGINEER-E 9		TRANSPORTATION ENGINEER-E P11
	TRANSPORTATION ENGINEER-E P11		TRANSPORTATION ENGINEER-E P11
	TRANSPORTATION ENG LIC SPL 2 13		TRANSPORTATION AIDE-E E7
	TRANSPORTATION AIDE-E 6		

Additional Subordinates

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

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 first-line professional manager, coordinate and administer the Region business processes for preliminary (design) engineering, with a focus on the production of road design plans, specifications, and estimates; perform quality assurance activities; and assist in public involvement. The manager maintains alignment within the Region and with other Regions, Lansing Central Office, and the Federal Highway Administration (FHWA).

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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 Design Unit is responsible for the design of all significant Region road project and coordination and quality assurance of all Region projects. This position manages the work unit.

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:

Knowledge of:

- MDOT management systems, processes, and procedures
- engineering principles
- scientific principles related to transportation
- mathematics used in engineering work
- Microstation Open Roads Designer software is highly desirable

Ability to:

- organize and set priorities for work assignments and assign and explain them to subordinates
- communicate effectively
- serve as an expert witness
- maintain records and prepare reports and correspondence related to work
- promote and maintain favorable public relations

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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

7/28/2026

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