

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

Position Code 1. TRAENGEE22R
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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-E	10. Division Bay Region
5. Working Title (What the agency calls the position) Assistant Construction Engineer	11. Section Mt. Pleasant TSC
6. Name and Position Code Description of Direct Supervisor BATES, SHAUN; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor HOFWEBER, JACK M; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1212 Corporate Drive, Mt. Pleasant, MI 48858 / M-F, 7:00am - 3:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position assists the Construction Engineer in the administration of Mount Pleasant Transportation Service Center (TSC) area construction as well as some Region or Statewide construction activities. Duties of this position include assisting with the oversight of the TSC Construction Program to ensure compliance with federal, state, and local rules and regulations; assisting in overseeing the work assigned to technicians in staking, inspecting, and documenting contractual work; coordinating work with private and public agencies; reviewing design plans and contract documents for accuracy and completeness; receiving, resolving, or referring complaints and inquiries from internal and external customers; assisting in developing project cost projections and construction engineering costs; and performing field reviews on active projects for certification and warranty acceptance. This position requires possession of a valid driver's license to perform field 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

Assist the Construction Engineer in the administration and oversight of TSC/Region/Statewide construction projects and consultant contacts. This duty requires possession of a valid driver's license to perform onsite visits and meet with private citizens, utility companies, local officials, representatives from other MDOT divisions, representatives from other state departments, and Federal Highway Administration (FHWA) officials.

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

Individual tasks related to the duty:

- Assist in the management of all aspects involved in the delivery and closeout of contractor and Michigan Department of Transportation (MDOT) resurfacing, restoration, and rehabilitation (3R) construction projects of limited scope. Ensure administrative compliance and compliance with design/construction standards. Process paperwork as necessary.
- Coordinate staff assignments to successfully complete inspection and survey requirements. Monitor technicians' progression of work daily.
- Participate in pre-construction meetings. Recommend changes to the engineering plans and schedule to fit the field conditions.
- Ensure contractor compliance with plans/specifications and assist in the interpretation of the intent of project documents.
- Review claims and requests from contractors for changes, extras, adjustments, and time extensions to contracts and make recommendations to the Construction Engineer.
- Ensure that project records are complete and orderly.
- Attend required meetings with private citizens, utility companies, local officials, representatives from other MDOT divisions, representatives from other state departments, and FHWA officials.
- Assist with scheduling pick-up surveys.
- Resolve differences between technicians and contractors to keep the project on schedule.
- Recommend extensions of contracts due to traffic conditions, bad weather, and availability of materials and subcontracts.
- Conduct final project documentation reviews on construction projects by scheduling reviews, observing, taking notes, reviewing previously submitted documentation, and providing a list of concerns to the Engineer of Record with the documentation that will need to be resolved.

Duty 2

General Summary:

Percentage: 15

Assist the Construction Engineer in the administration and oversight of TSC area local agency construction projects and with oversight of consultants performing construction administration/oversight duties for the TSC on Federal Aid Local Agency projects.

Individual tasks related to the duty:

- Participate in meetings with local agencies and consultants to review project progress, concerns, and problems.
- Assist in the review of all recommendations and contract documents prepared by the consultant.
- Participate in all aspects of local agency federal aid projects from plan review to final review.
- Provide assistance to local governments to resolve project issues. Issues may vary from design standards to contractor payment, and to resolve conflicts between the local government and the contractor.
- Attend various pre-construction and post-construction meetings to provide and/or implement MDOT views and standards.
- Report issues/findings to the Construction Engineer.
- Participate in the statewide local government team.

Duty 3

General Summary:

Percentage: 15

Assist the Construction Engineer with TSC warranty duties for all construction contracts that contain warranties.

Individual tasks related to the duty:

- Assist with maintaining the MDOT – Statewide Warranty Administration Database (SWAD) for the TSC.
- Coordinate with the Construction Engineer to have interim and final inspections of the warranty work.
- Assist with notifying contractors and bonding agents of warranty claims.
- Coordinate and schedule contractors that are required to perform warranty work.

- Obtain work plan from the contractor for the type of warranty work to be performed.
- Coordinate with the TSC permit agent and the contractor to ensure proper permits are obtained.
- Ensure the TSC Traffic and Safety Engineer has reviewed the maintaining traffic plans as required in the permit.
- Schedule inspection of the warranty work as it is being completed.

Duty 4

General Summary:

Percentage: 5

Assist in the resolution of traffic and safety issues within the TSC area. Utilize traffic engineering standards, guides, principles, techniques, and judgment to recommend solutions to traffic concerns and questions. This duty requires possession of a valid driver's license to perform field reviews.

Individual tasks related to the duty:

- Assist in planning, coordinating, and monitoring of work zone enforcement for TSC construction projects.
- Assist in the preparation of maintaining traffic plans for construction and maintenance projects within the TSC area.
- Participate in design meetings for proposed projects for input of safety related work items.
- Perform field reviews of areas to be affected by construction and determine methods of handling traffic during construction to minimize adverse impacts on traffic. Prepare correspondence relating to recommended design and/or traffic control.
- Assist other TSC staff engineers with specific traffic problems which arise during active periods.
- Participate in traffic control reviews performed by the TSC for highway construction and maintenance projects throughout the Region.

Duty 5

General Summary:

Percentage: 5

Assist in the preparation of preliminary and design final plans for highways, drainage, and miscellaneous highway functions.

Individual tasks related to the duty:

- Assist development staff in the preparation of preliminary and final design plans and contract documents using MDOT Computer Aided Drafting and Design (CADD) package and other department software.
- Research and develop possible solutions to problems addressed during project and seek input and guidance from senior level staff/management in resolving.
- Prepare detailed cost estimates.
- Attend meetings associated with the development of highway construction projects.
- Assist in the review of partially completed plans of other department staff, local agencies, and consultants for completeness and adherence to current standards, specifications, and methods.
- Participate in post construction reviews to evaluate the projects and note suggestions for future projects.
- Assist construction personnel with questions related to design plans.

Duty 6

General Summary:

Percentage: 5

Assist with other TSC duties.

Individual tasks related to the duty:

- Obtain soil sampling and classification and monitoring of materials used in construction projects.
- Maintain Pavement Historical Database (PHD) documentation.
- Assist with asset management collection.
- Assist with contract administration.
- Assist with Traffic Counts.
- Attend various meetings with local governmental officials, citizens, or other state agencies as a representative of MDOT.
- Participate in statewide and/or regionwide committees, as requested.
- Provide assistance to other areas of MDOT and the TSC, as needed.
- 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.

Independent decisions are made based on established policies, procedures, rules, and regulations. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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

When the employee needs clarification or is unsure of how to handle a certain situation. When there is a need for interpretation of Department guidelines, policies, or procedures. When existing policy is unclear. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies, or 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.

Traversing uneven terrain including moving up and down roadway slopes during grade inspections. Moving 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 to training classes. 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):

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| ☐ 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?

This position assists the Construction Engineer in the administration of Mount Pleasant Transportation Service Center (TSC) area construction as well as some Region or Statewide construction activities. Duties of this position include assisting with the oversight of the TSC Construction Program to ensure compliance with federal, state, and local rules and regulations; assisting in overseeing the work assigned to technicians in staking, inspecting, and documenting contractual work; coordinating work with private and public agencies; reviewing design plans and contract documents for accuracy and completeness; receiving, resolving, or referring complaints and inquiries from internal and external customers; assisting in developing project cost projections and construction engineering costs; and performing field reviews on active projects for certification and warranty acceptance. This position requires possession of a valid driver's license to perform field reviews.

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 Mt. Pleasant TSC covers a five-county area which provides customer service to the public, contract counties, and municipalities. This includes construction contract administration, assisting with the design of road and bridge plans, coordinating construction projects, developing and maintaining traffic, and evaluating and inspecting bridges and culverts. This position assists in coordinating construction projects and in construction contract administration as well as actively participating on all local government and transportation issues.

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 9**

No specific type or amount is required.

Transportation Engineer 10

One year of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer 9.

Transportation Engineer P11

Two years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

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:

- traffic engineering principles and the ability to communicate them to all segments of the public

Ability to:

- work as a team member
- make mathematical computations and design engineering projects
- use engineering instruments/tools
- interpret engineering plans/specifications/technical reports
- maintain records/prepare reports and correspondence
- maintain favorable public relations
- organize/coordinate the work of others
- set priorities and assign work to others
- communicate effectively verbally and in writing to make presentations before groups
- Meet with and work effectively with others
- use initiative in carrying out an assignment while working independently

**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 is preferred.

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

8/14/2025

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