

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) HighwayOperations
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-A	10. Division Grand Region
5. Working Title (What the agency calls the position) Lead Worker - Construction	11. Section Muskegon TSC
6. Name and Position Code Description of Direct Supervisor ZACK, GREGG D; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor FREDRICKSON, MARC P; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 2225 Olthoff Dr., Muskegon MI 49444 / M-F, 7:30 a.m. - 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position assists the Construction Engineer in the administration of construction projects as a lead worker and participates in the full range of inspection, survey, and office procedures for contract administration. This position leads, oversees, and trains lower-level Transportation Technicians and Transportation Aides (Interns) in construction engineering activities; performs quality assurance duties as a senior worker on complex projects; and performs various technical assignments in the areas of permits/utilities, design, traffic and safety, and maintenance as required when not engaged in construction engineering activities.

This position requires possession of a valid driver's license to perform field work.

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: 45**

As a lead worker, oversee the work of lower-level Transportation Technicians and Transportation Aides (Interns).

This position requires possession of a valid driver's license.

Individual tasks related to the duty:

- Oversee various functions of inspection, survey, and office duties.
- Assist the Construction Engineer in scheduling assignments, overtime, establishing work priorities, coordinating activities, and resolving work related issues.
- Coordinate daily activity needs with contractors.
- Review, train, and provide guidance in the work of lower-level Transportation Technicians and Transportation Aides (Interns).
- Participate in and oversee inspection of office construction activities.

Duty 2

General Summary: **Percentage: 30**

Serve as a lead worker in construction engineering activities on construction contracts administered by the Michigan Department of Transportation (MDOT). Provide quality assurance inspection testing and survey duties on projects as required. Serve as a contact point for consultant oversight construction contracts.

Individual tasks related to the duty:

- Perform gradation testing, material weighing, and inspection of construction items such as tree and stump removal, culverts, sewers and drainage structures, shaping and depth of aggregate base or surface course, placement of guardrail, sodding and seeding, erosion control, and pavement patching.
- Inspect placement of traffic signs, barricades, and flag persons for safe flow of traffic through construction areas.
- Inspect grade preparation for bituminous/concrete paving.
- Check tested materials and pay quantities in preparation for posting of payments.
- Perform instrument work such as beginning and advanced survey rodman tasks, final measurement of construction items, set grades, stake fences, and clearing limits.
- Perform various tests on concrete/bituminous paving materials to ensure quality control specifications.
- Perform office technician work such as review and make out daily reports, plans, proposals, specifications, construction manuals, and contract documents; set, reduce, and check field books; plot cross-sections; compute areas and volumes; prepare field books and sketches for land clearing; set and maintain engineering file systems; and make contractor payments.
- Prepare field book data and sketches for drainage structures, earthwork and grades, curbs and gutters, sewage facilities, utilities relocations, and rest area facilities.
- Provide guidance to resolve work related issues for consultant oversight construction projects as warranted.

Duty 3

General Summary: **Percentage: 10**

Perform assignments in various divisions of the region and department.

Individual tasks related to the duty:

- Perform technical tasks in Design, Maintenance, Traffic and Safety, and Survey. These duties include, but are not limited to, preparing proposal packages, developing design typicals, using computer software programs to create plan sheets, writing special traffic provisions, conducting pick up surveys for future design work, and conducting plan reviews providing comments to improve the overall quality of future projects.

Duty 4

General Summary: **Percentage: 10**

Be aware of and be an active participant in all phases of on-the-job safety.

Individual tasks related to the duty:

- Oversee proper use of Personal Protective Equipment (PPE).
- Keep current with safety regulations and requirements.
- Follow all safety procedures and policies.
- Review on-the-job safety with contractors and ensure compliance.

Duty 5

General Summary:

Percentage: 5

Participate in in-service training to maintain and upgrade job skills. Suggest, implement, and administer process improvements.

Individual tasks related to the duty:

- Attend classes, seminars, conferences, and other forms of training to remain current with changes in technology and industry methods.
- Keep current with department procedures and policies.
- Participate in training and review of all information relating to the position.
- Participate in employee teams to improve Transportation Service Center (TSC) business processes.
- Measure products and services as described in the MDOT measurement guide.
- Measure customer requirements, customer satisfaction, and internal performance.
- Perform other duties as assigned by management.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Solve construction problems and related paperwork questions based upon specifications, manuals, and other documents. Work with contractors to resolve problems as needed due to ongoing construction projects.

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

When there is a need for interpretation of department guidelines, policies, or procedures. When existing policy or specifications are unclear. When there is an unexpected occurrence that may significantly affect or alter the progression of the work or 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.

Physical requirements include transporting objects weighing up to 50 lbs. and using 8-12-pound hammers to drive stakes. May be required to travel to various projects with the region. Requires the ability to work in confined spaces, traverse irregular and steep terrain and/or high structures (utilizing aerial equipment) in all kinds of weather and traffic conditions. Requires ability to safely and properly use hazardous chemicals (e.g. storage of containers, applications requiring safety equipment including respirators, hearing and eye protection, rubber gloves, and protective clothing, etc.). 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>
HEIMFORTH, LINDA	TRANSPORTATION TECHNICIAN-E E10	WILTON, STEVEN J	TRANSPORTATION TECHNICIAN-E E10
DEVRIES, TODD A	TRANSPORTATION TECHNICIAN-E E10		

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. Y Assign work.

N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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 construction projects as a lead worker and participates in the full range of inspection, survey, and office procedures for contract administration. This position leads, oversees, and trains lower-level Transportation Technicians and Transportation Aides (Interns) in construction engineering activities; performs quality assurance duties as a senior worker on complex projects; and performs various technical assignments in the areas of permits/utilities, design, traffic and safety, and maintenance as required when not engaged in construction engineering activities.

This position requires possession of a valid driver's license to perform field work.

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 Muskegon TSC covers a five-county area which provides customer service to the public, contract counties, business agencies, and municipalities. This includes coordinating construction projects; designing road and bridge projects; developing maintaining traffic plans; issuing permits; evaluating and inspecting bridges and culverts; and actively participates in resolving local transportation issues. This position assists the Construction Engineer with inspection, survey, and office procedures for contract administration for the TSC.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an Associate's degree in concrete technology, civil technology, construction technology, surveying technology, construction management, mathematics, or computer science.

EXPERIENCE:

Transportation Technician 11

Three years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician E10.

Alternate Education and Experience

Transportation Technician 8 - 12

Possession of a Bachelor's degree or higher in an Applied Science or Science with 16 semester hours (24 term) credits in job specific or related course work qualifies for the Transportation Technician E10 level.

OR

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the associate's degree.

OR

Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic may be substituted for the Associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and one year of technician level field experience may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and three years experience equivalent to a Transportation Maintenance Worker 9 may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and two years experience equivalent to an Engineering Assistant may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and completion of 16 semester (24 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the Associate's degree.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- specification requirements for highway materials and construction
- proper use of survey/testing equipment
- safety policies and procedures

Skill in:

- mathematics applications
- operating computers
- preparing and conducting surveys

Ability to:

- explain instructions and/or guidelines
- organize and coordinate work
- determine work priorities and assign work
- perform the most complex transportation technician work
- exercise tact/diplomacy when working with the public, employees, and/or contractors
- conduct tests to ensure construction materials conform with specifications
- communicate effectively
- oversee and manage work in progress
- work under extreme weather and environmental conditions
- inspect jobs to ensure compliance with MDOT standards and guidelines
- use initiative in carrying out assignments while working independently
- calculate areas and volumes

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must be maintained throughout employment in the position.
- Possession of the following at date of hire into the position and must be maintained throughout employment in the position:
 - Comprehensive Soil Erosion and Sedimentation Control (SESC) certification
 - Construction Storm Water Operator (CSWO) certification
 - 1 of 4 industry certifications (aggregate, density, bituminous, or concrete)

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

5/19/2026

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