

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENG LIC SPL 2	<b>10. Division</b> Grand Region
<b>5. Working Title (What the agency calls the position)</b> Projects & Contracts Engineer	<b>11. Section</b> Cadillac TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> COGER, DAVID J; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> TSC Program Coordination
<b>7. Name and Position Code Description of Second Level Supervisor</b> KIRKBY, DEL D; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 7915 US-131 Cadillac, MI 49601 / M-F, 7:30 a.m. - 4:30 p.m. (hours may vary)

**14. General Summary of Function/Purpose of Position**

This is a multi-disciplinary position serving the Cadillac Transportation Service Center (TSC) in the areas of management of projects and associated consultant contracts in certain funding templates, design plan preparation, scoping future projects, maintenance of traffic and construction staging plans, and performing quality control/quality assurance (QA/QC) reviews on complex projects. This position serves as a technical expert responsible for preparation of complete design packages on the most complex projects for this office and is responsible to define, initiate, monitor, and control the scope of work, the cost, and the schedule for multiple projects in the multi-year program; make engineering decisions and provide final sign-off on plans, specifications, and proposals for assigned transportation projects; and maintain project records and communicate relevant project information to all stake holders as appropriate.

This position is the dedicated resource with the skills required for effective contract and project management necessary to achieve Department goals. This position provides design-related recommendations and support to other TSC staff for all Michigan Department of Transportation (MDOT), local agency, permits, construction, and maintenance activities; requires knowledge of MDOT Design standards and the Michigan Manual for Uniform Traffic Control Devices (MMUTCD), as well as computer applications including, but not limited to, MicroStation Computer Aided Drafting and Design (CADD) software, ProjectWise, Trnsport, JobNet, and Planisware; and requires frequent collaboration with other TSC staff, attending meetings, resolving complicated or sensitive issues, prioritization of work activities, and meeting tight deadlines to ensure the successful implementation and operation of MDOT services and products.

**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**

Define, monitor, and control the scope, cost, and schedule for all projects in the Transportation Systems Management and Operations templates. Administer and manage consultant contracts for the performance of project related tasks in those templates.

**Individual tasks related to the duty:**

- During the conceptual and scoping phases of a project, work with TSC, Region, and central office staff including the lead project manager, systems managers, system specialists, and functional area specialists to apply engineering principles and practices in determining project scope, cost, and schedule.
- Apply understanding of pay item costs and productivity time to incorporate data into future scoping and/or design estimates and aid in the development of progress schedules.
- Develop and implement QA/QC measures related to project deliverables to ensure conformance with professional engineering principles and practices and MDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.
- Coordinate the flow of information and make engineering decisions relative to the project scope, cost, and schedule.
- Prepare consultant 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 TSC and region staff to identify resource needs based on conceptual project parameters and interpreting contract language as necessary.
- Utilize Department information management systems (e.g. JobNet, Phase Initiator (PI), and Planisware, etc.) to identify resource availability and to document and monitor task assignments.
- Work with functional area and/or resource managers to confirm resource availability and select staff for project team assignments.
- Monitor and control project engineering costs, contract costs, and project schedules for assigned projects.
- Review payment invoices.
- Review and sign off on final plans, specifications, and estimates for assigned projects.
- Direct the development and implementation of communication mechanisms that keep all relevant stakeholders (e.g. vendors, project team members, Department management/leadership, etc.) properly informed of all project related information.
- Utilize best practices of team building, facilitation, leadership, and contract and project management to provide direction to consultants, project team members, and sub-teams to ensure alignment of all members to project goals and parameters.
- Utilize best practices of team facilitation and leadership as well as department information management tools to coordinate resources and tasks to maximize efficiency and effectiveness of the project team.
- Prepare evaluations of the consultant's project submittals and overall performance on the project.
- Keep project manager informed of project progress and consultant's overall performance on the project.

**Duty 2**

**General Summary:**

**Percentage: 35**

Scope and design plans for highways, drainage, and miscellaneous transportation facilities. Serve as a technical expert to ensure that complex projects are completed according to department standards, specifications, and methods.

**Individual tasks related to the duty:**

- Prepare preliminary and final design plans using the most current MDOT Computer-Aided Drafting and Design (CADD) software, including MicroStation.
- Resolve complicated and sensitive issues on design projects to ensure adherence to current standards, specifications, and methods.
- Prepare detailed cost estimates using AASHTOWare Project.
- Use technical expertise to scope future projects, prepare scoping packages, and assist in preparing a five-year plan for the TSC.
- Attend scope verification and plan review meetings and incorporate findings in the plans.
- Participate in post construction reviews to evaluate the projects and note suggestions for future projects.
- Assist construction staff with questions related to design plans and specific traffic problems which arise during construction.
- Serve as a technical resource to other TSC staff engineers in the development of design plans and specifications.
- Prepare preliminary and final right of way plans.
- Prepare information and exhibits for public review, hearings, or informational meetings.
- Prepare design plans and design assistance for maintenance projects and maintenance issues within the TSC area.

- Assemble design package submittals for letting.

### Duty 3

**General Summary:**

**Percentage: 5**

Perform QA/QC reviews on design plans and specifications, engineering reports, traffic studies, and construction administration documents.

**Individual tasks related to the duty:**

- Perform QA/QC reviews of partially completed plans of other development staff, local agencies, and consultants for completeness and adherence to current standards, specifications, and methods.
- Perform quality assurance reviews on traffic studies for completeness and technical accuracy according to the Michigan Manual of Unified Traffic Control Devices (MMUTCD) and Department standards and procedures.
- Perform quality assurance reviews on construction projects to ensure conformance to the design plans, specifications, standards, and the design intent.
- Review construction changes in a timely manner to minimize the impacts to construction staff and contractors, as well as the mobility impacts to the public.

### Duty 4

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Represent the department at various meetings.
- Serve on quality action teams working on process improvements.
- Build positive relationships between MDOT and external stakeholders, including local communities and the consultant industry.
- Assist other TSCs with similar project related duties.
- 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 practices or procedures. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, and AASHTO standards and guidelines. These decisions will affect the design or construction of a project. In addition, decisions will affect project management and the requirements needed to complete projects on time and within budget.

**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.**

Ability to travel independently for occasional field work such as site reviews or as otherwise necessary. Exposure to high traffic and natural elements. Ability to traverse various types of terrain. Requires remaining in a stationary position for extended periods of time while working on a computer. 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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | 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 multi-disciplinary position serving the Cadillac Transportation Service Center (TSC) in the areas of management of projects and associated consultant contracts in certain funding templates, design plan preparation, scoping future projects, maintenance of traffic and construction staging plans, and performing quality control/quality assurance (QA/QC) reviews on complex projects. This position serves as a technical expert responsible for preparation of complete design packages on the most complex projects for this office and is responsible to define, initiate, monitor, and control the scope of work, the cost, and the schedule for multiple projects in the multi-year program; make engineering decisions and provide final sign-off on plans, specifications, and proposals for assigned transportation projects; and maintain project records and communicate relevant project information to all stake holders as appropriate.

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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 developing highway construction programs. The duties of this position are critical to the work area's ability to develop the programs. This position will enhance the work area's ability to have operational authority over consultant contracts and develop projects within the 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.

**EXPERIENCE:**

**Transportation Engineering Licensed Specialist 13**

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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Engineering principles and practices
- contract administration

- the development, oversight, and coordination of the project development process
- highway construction project scoping, design, construction standards, and practices
- MDOT information systems (e.g. JobNet, Phase Initiator, Planisware, etc.)

Skill in:

- team building
- facilitation
- negotiation

Ability to:

- work with others in a team environment
- communicate effectively
- effectively organize work
- work independently

**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.

*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

6/1/2026

\_\_\_\_\_  
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