

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

Position Code
1. TRNSTC83R

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) Utility Technician
4. Civil Service Position Code Description Transportation Technician-E	10. Division Highway Operations
5. Working Title (What the agency calls the position) Senior Transportation Tech. Development	11. Section Grand Region
6. Name and Position Code Description of Direct Supervisor SABIN, THOMAS C; ENGINEER MANAGER LICENSED-3	12. Unit Grand Rapids TSC/Utilities
7. Name and Position Code Description of Second Level Supervisor GREEN, ARTHUR J; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 2660 Leonard. St. NE, Grand Rapids MI 49525 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary

14. General Summary of Function/Purpose of Position

This position functions as a utility technician to support the multi-disciplinary aspects of utility coordination and utility permit oversight for trunkline projects through the development process and delivery across the geographical area covered by the Grand Rapids Transportation Service Center (TSC). Responsibilities include requesting utility information, ensuring it is plotted on plans accurately, supporting the Utility Engineer and Project Manager in identifying conflicts, and coordinating and tracking timely relocation work to help deliver trunkline projects.

This position acts as technical support in the field between the Michigan Department of Transportation (MDOT) and utility companies/agencies during the design and construction phases, by providing survey capabilities to stake proposed transportation infrastructure in relation to existing and proposed utilities.

This position requires possession of a valid driver's license to perform field reviews and meet with utility companies.

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

Review trunkline plans for utility conflicts, assist with utility coordination and relocations, and review utility relocation and power service permits for trunkline projects.

This duty requires possession of a valid driver's license to perform field reviews and meet with utility companies.

Individual tasks related to the duty:

- Review trunkline road and bridge plans and utility plans for conflicts, in coordination with MDOT TSC, Region and Lansing Central Office staff, and provide comments on utility company plans for the use of Right-of-Way (ROW) for proposed facilities in both urban and rural areas.
- Assist project staff by tracking and reporting progress of utility relocation needs due to MDOT construction, maintenance, or other projects.
- Provide information regarding utility relocations due to upcoming projects to appropriate staff and prepare contract language for inclusion in project proposals.
- Maintain accurate records of public, private, and MDOT utilities in the roadway ROW in the TSC area utilizing the Utility Relocation Tracking System (URTS) program and other tools as necessary.
- Support uniformity in utility relocation needs for future construction projects and utility company requests for usage of MDOT ROW.
- Participate in partnering meetings with various utility entities throughout the TSC service area.

Duty 2

General Summary:

Percentage: 35

Perform inspection of utility construction permits within highway ROW, including all utility relocation work in coordination with trunkline projects.

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

Individual tasks related to the duty:

- Perform field inspections for utility construction permits, including those in coordination with trunkline projects. Ensure the proposed utility work is outside the influence of proposed trunkline projects, maintenance of traffic is acceptable, and the work is performed in accordance with the permit guidelines and MDOT standards and specifications.
- Assist Utility Engineer and Project Manager in the design phase of trunkline projects and attend field utility meetings to verify the proximity of existing utilities to proposed work.
- Support utility coordination through the use of GPS, staking proposed ROW and transportation infrastructure, and acquiring existing utility information in the field.
- Assist Permit Engineer in the review of engineering reports, site plans, road plans, and drainage designs to evaluate and approve/disapprove proposed ROW permit applications.
- Participate as a member of the Grand Region Permit and Utility Business Team.

Duty 3

General Summary:

Percentage: 10

Perform other duties as assigned.

Individual tasks related to the duty:

- Assist with Local Agency Project (LAP) program oversight.
- Assist with annual Pavement Surface and Evaluation Rating (PASER) ratings.
- Assist with ArcGIS data collection and mapping efforts.
- 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.

In alignment with the Utility Engineer and Project Management staff, set and run internal and on-site utility status and relocation meetings for program and permit relocation projects. Responsible for determining if relocation utility work is complete and per project and permitted plans and specifications.

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

Interpretation of policy that would result in departure from established processes. Decisions that will affect the schedule or financial aspects of a department project. Decisions that could impact or change the department's established practices.

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.

This position requires possession of a valid driver's license for extensive travel to worksites with occasional travel for training classes. Overnight stays may be required. Ability to traverse all types of terrain and various highway and bridge structures to inspect or investigate varied construction or activity sites. Regular exposure to dirt, fumes, high speed traffic, or adverse weather conditions. Requires the ability to remain in a stationary position for extended periods of time, work within specific deadlines, and transport heavy loads weighing up to 25 pounds. 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):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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?

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This position acts as technical support in the field between the Michigan Department of Transportation (MDOT) and utility companies/agencies during the design and construction phases, by providing survey capabilities to stake proposed transportation infrastructure in relation to existing and proposed utilities.

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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 Grand Rapids TSC is responsible for the planning, development, delivery, maintenance, and operation of the various highways and highway facilities within the service center's geographic area (Kent, Ionia, Allegan & Barry Counties and City of Greenville). The service center is responsible for monitoring transportation issues to ensure they conform to federal, state, and local requirements. This technician position supports the administration of the multi-functional services handled at the TSC as it pertains to utility coordination, relocation and permit issuance.

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 8

No specific type or amount is required.

Transportation Technician 9

One year of experience equivalent to a Transportation Technician 8.

Transportation Technician E10

Two years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician 9.

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:

- Computer functions and software (e.g. Bently Open Roads Designer, MDOT Utility Relocation Tracking System (URTS), Microsoft Office Suite, etc.).
- MDOT, local municipality, and private utility plans, proposals, specifications, standard plans, supplements, memorandums, and manuals.
- Design concepts and techniques (e.g. design manuals, standard plans and specifications, construction manuals, engineering and drafting practices, etc.).

Ability to:

- Communicate effectively with staff, utility companies, and the general public.
- Make effective decisions in a timely manner.
- Work with minimal supervision.

CERTIFICATES, LICENSES,

REGISTRATIONS:

- 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

1/28/2026

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