

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

Position Code

1. ENGLMGR3

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 Grand Region
5. Working Title (What the agency calls the position) Muskegon TSC Construction Engineer	11. Section Construction
6. Name and Position Code Description of Direct Supervisor FREDRICKSON, MARC P; ENGINEER MANAGER LICENSED-4	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor KIND, ERICK J; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2225 Olthoff Dr., Muskegon MI 49444 / 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 first-line professional manager of professional positions in a complex work area. The Construction Engineer manages highway and bridge construction projects being built by contractors within the Transportation Service Center (TSC) area. Primary duties involve performing, assigning, and supervising Michigan Department of Transportation (MDOT) or consultant engineering staff on various tasks to execute successful project oversight. Functions include, but are not limited to, pre-construction plan review, conducting pre-construction and progress meetings with contractors, developing progress schedules, reviewing maintaining of traffic, supervising MDOT engineering and inspection staff, overseeing consultant engineering and inspection staff, coordinating activities with utilities, and approval oversight of local agencies relative to federal aid assisted projects. As a critical member of the TSC management team, this position also represents the TSC and provides feedback on all operations and initiatives.

This position requires possession of a valid driver's license to perform daily 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: 40

Manage the delivery of the TSC area construction program. Serve as the engineer of record for MDOT construction projects.

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

Individual tasks related to the duty:

- Participate in pre-construction meetings with engineers, technicians, and contractors to discuss construction scheduling, methods of construction, and problems which may be encountered on the project.
- Prepare and signs work orders, contract modifications, and associated documentation for construction projects. Compose written correspondence to contractors and other appropriate entities.
- Approve extra work, adjustments to the contract, changes to the plans and schedules, and changes in work items.
- Ensure that contractors comply with applicable Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO) requirements.
- Ensure that project documentation is done in a timely and accurate manner.
- Ensure that final pay estimates are made to contractors within 120 days of project completion.
- Conduct progress meetings as required and develop a partnership with contractors, subcontractors, utility companies, local agencies, and other interested parties.
- Conduct Step 1 claims meetings.
- Perform and document post-construction reviews.
- Conduct meetings with the general public and business agencies concerning ongoing and upcoming construction projects.
- Oversee vendors providing technical, clerical, and engineering services for the TSC. Monitor and approve budgets and billings associated with these services.

Duty 2

General Summary:

Percentage: 30

Coordinate, Assign and Train Staff.

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 to successfully complete inspection, survey and administrative requirements of construction projects.
- Manage unit employee relations including filling vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Establish performance expectations for staff ensuring the effective use of the performance management system throughout the unit and completes performance evaluations for employees.
- Identifies staff development and training needs and ensures that training is obtained as needed.
- Meet with staff as needed to ensure department goals and objectives are understood, and necessary information is communicated as appropriate.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.
- Approve time sheets timely as well as the use of leave privileges for staff.

Duty 3

General Summary:

Percentage: 10

Provide direction and oversight to local agencies for federally funded local agency construction projects within the TSC area.

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

Individual tasks related to the duty:

- Act as liaison between MDOT, local units of government, and the Federal Highway Administration (FHWA) in the implementation of federally funded local agency construction projects.

- Ensure local agency federally funded projects are done in accordance with applicable state and federal guidelines and specifications.
- Approve extra work, adjustments to the contract, changes to the plans and schedules, and changes in work items.
- Attend meetings with local agencies, contractors, and others during the plan development stage and during the construction phase as appropriate.
- Conduct Step 2 claims meetings.
- Act as technical advisor for complex issues and problems.
- Coordinate and oversee the close out of completed local agency projects within 120 days with support from Region staff.

Duty 4

General Summary:

Percentage: 10

Assist in developing the Transportation Program for the TSC.

Individual tasks related to the duty:

- Work with Region and other TSC staff in developing transportation plans to meet department goals and strategies.
- Participate in regular call for project meetings to identify future projects that are compatible with department condition goals.
- Participate in scoping meetings for future road and bridge projects within the TSC area.
- Participate in the development of construction plans and specifications by attending interim plan review meetings, reviewing plans for accuracy and content, and providing information as necessary.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Represent the TSC Manager and/or the department at various meetings.
- Serve on teams and committees as a technical expert.
- Build positive relationships between MDOT and external stakeholders, including local communities, contractors, and the consultant industry.
- Assist other TSC's 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.

- When decisions are required to assign staff to meet multiple priority deadlines.
- Interpret MDOT policies and guidelines concerning budgeting issues.
- Pro-actively work with external customers to meet their most important needs.

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

- When a decision is required from an executive level.
- Personnel matters.
- Assistance in mitigating controversies.
- When existing policy is unclear or does not relate to a specific situation.

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.

Work is performed outdoors in all types of weather; around dirt, concrete, bituminous materials, construction structures, excavations, and construction equipment. Pressure to meet deadlines. Field reviews of proposed or active road/bridge construction projects require traversing over irregular terrain. 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>
ALARIE, JACOB W	TRANSPORTATION ENGINEER-A 12	HANSON, PETER S	TRANSPORTATION TECHNICIAN-SS 12
DEVRIES, TODD A	TRANSPORTATION TECHNICIAN-E E10	BRAMAN, JEFFREY J	TRANSPORTATION TECHNICIAN-A 11
CAMPBELL, KEITH T	TRANSPORTATION TECHNICIAN-A 11	WILTON, STEVEN J	TRANSPORTATION TECHNICIAN-A 11
FOLKEMA, BRIAN L	TRANSPORTATION TECHNICIAN-A 11		

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?

This position functions as a first-line professional manager of professional positions in a complex work area. The Delivery Engineer manages highway and bridge construction projects being built by contractors within the Transportation Service Center (TSC) area. Primary duties involve performing, assigning, and supervising Michigan Department of Transportation (MDOT) or consultant engineering staff on various tasks to execute successful project oversight. Functions include, but are not limited to, pre-construction plan review, conducting pre-construction and progress meetings with contractors, developing progress schedules, reviewing maintaining of traffic, supervising MDOT engineering and inspection staff, overseeing consultant engineering and inspection staff, coordinating activities with utilities, and approval oversight of local agencies relative to federal aid assisted projects. As a critical member of the TSC management team, this position also represents the TSC and provides feedback on all operations and initiatives.

This position requires possession of a valid driver's license to perform daily 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 Muskegon TSC covers a four-county area which provides oversight, construction, operation, and maintenance of all state trunkline assets. This includes issuing permits, designing road and bridge projects, coordinating construction projects, developing and maintaining traffic plans, and evaluating and inspecting bridges and culverts. This position serves as the construction Engineer/Manager for the Muskegon TSC supervising multiple contracts for the construction of roads, bridges, freeways, utilities (sewer, water, electrical) and allied activities in an area of the state.

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:

- construction engineering principles and ability to communicate them to others

Ability to:

- communicate effectively
- work, build, strengthen and maintain a team environment in a work group
- make presentations before groups
- meet with and work effectively with others
- work independently in carrying out assignments
- manage multiple projects
- manage employee and 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

10/5/2026

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

