

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 TECHNICIAN-SS	10. Division Grand Region
5. Working Title (What the agency calls the position) Senior Transportation Tech. Development	11. Section Development
6. Name and Position Code Description of Direct Supervisor ROZEMA, SUSAN; ENGINEER MANAGER LICENSED-4	12. Unit Design
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 1420 Front Ave. NW, Grand Rapids MI 49504 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary
14. General Summary of Function/Purpose of Position This position serves as the sole technical assistant to the Associate Region Engineer of Development. This position is responsible for activities in the capital and maintenance programs, region permit development, regional support for construction inquiries, assistance with incident management, performing assignments related to the Region Ancillary Structures Asset Inventory, and serving as a lead in the field for construction projects. This position requires possession of a valid driver's license to perform site visits, scoping, and work zone safety and mobility 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: 65

Serve as the sole technical assistant to the Associate Region Engineer of Development performing complex assignments with activities in the capital and maintenance programs, region permit development, region support for construction inquiries, and assistance with incident management.

This duty requires possession of a valid driver's license to perform site visits and scoping.

Individual tasks related to the duty:

- Scope and estimate capital and maintenance program projects.
- Provide regionwide support and expertise for review and comment on all bridge related permit applications.
- Work with project managers and project engineers to resolve construction inquiries for projects in construction.
- Provide regionwide assistance with incident management and follow up insurance claim reporting.
- Provide regionwide assistance with the follow ups on requests for actions (RFAs) and work recommendations for bridges.
- Provide constructability reviews on proposed work in scoping packages, estimates, bridges, and culverts.
- Oversee the technical functions and daily activities of assigned projects.
- Provide quality assurance reviews of maintenance plans, preliminary plans and proposals. Make recommendations to the Engineer Manager.
- Provides interpretation of formal contracts, proposals and project plans and specifications, etc.
- Represent the region development unit at construction, maintenance and permit work zones to provide technical assistance in all matters related to bridge development and construction.
- Provide on-site reviews and solutions during active construction and maintenance projects.
- Represent the department at meetings with the public, other agencies, utility companies and contractors, etc.

Duty 2

General Summary:

Percentage: 15

Serve as the sole technical assistant to the Associate Region Engineer of Development performing complex assignments related to the Region Ancillary Structures Asset Inventory, the inventory of roadside features and the research of as-built information to support PS&E for highway projects.

Individual tasks related to the duty:

- Provide quality assurance and constructability reviews of maintenance plans, preliminary plans and proposals at each development milestone.
- Provide regionwide support and expertise for review and comment on the Ancillary Structures Inventory.
- Work with project managers and project engineers to address the needs of the Ancillary Structures inventory including RFAs and work recommendations in the capital program.
- Work with the Transportation Maintenance Coordinators (TMC) in each MDOT Transportation Service Center (TSC) to prioritize the immediate needs of the Ancillary Structures Inventory including RFAs and work recommendations.
- Provide recommendations for proposed temporary and permanent work types when ancillary structure RFAs are found.
- Provide regionwide support and expertise for the review and collection of various roadside assets collected via the Transportation Asset Management System (TAMS), geographic information systems (GIS), or other methods.
- Work with project managers and project engineers to provide regionwide support and expertise for the collection of as-built information.
- Assist Region Development Staff with yearly collection of data for the Pavement Historical Database (PHD).

Duty 3

General Summary:

Percentage: 15

Serve as a lead in the field for construction projects as necessary. Provide technical expertise.

This duty requires possession of a valid driver's license to perform work zone safety and mobility reviews.

Individual tasks related to the duty:

- Function as an as-needed resource for TSC construction, maintenance and permit staff to assist with technical inquiries.
- Assist with development of standard work zone details. Serve as a field resource for the Region and Lansing by looking at changes in specs or ways to improve and the safety of doing MDOT business in the field and on highly traveled roadways.

Duty 4

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Attend statewide meetings and serve on local and statewide committees as requested.
- Assist with special projects such as high-water events, floods, storm damage.
- Provide and assist with work zone and highway safety training, fleet training for region development staff.
- 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.

Determine priorities for technical work needs amongst the Development Section within the region to ensure project and team success. Complex technical decisions necessary to carry out the mission of the department. Whenever possible, identify, recommend and implement improvements in the work methods and materials utilized in the position. Such decisions affect all region employees.

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

Deviation from established procedures. Implementation of new processes or procedures affecting workflow between groups.

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.

Position requires long hours in front of a computer or remaining stationary in one spot. Requires the ability to work in confined spaces, traverse irregular and steep terrain and/or high structures. Exposure to weather, traffic and construction hazards, noise, dirt, concrete and hot mix asphalt materials and other conditions associated with heavy construction. Requires ability to drive a motor vehicle and overnight travel may be required. Ability to transport items weighing up to 50 lbs. This position requires possession of a valid driver's license. Position may require availability outside of 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 serves as the sole technical assistant to the Associate Region Engineer of Development. This position is responsible for activities in the capital and maintenance programs, region permit development, regional support for construction inquiries, assistance with incident management, performing assignments related to the Region Ancillary Structures Asset Inventory, and serving as a lead in the field for construction projects.

This position requires possession of a valid driver's license to perform site visits, scoping, and work zone safety and mobility 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 work area is responsible for the development-related activities of the region. This includes project scoping and selection, project design, design oversight and quality assurance of Bridge and Design activities. This position serves as the sole technical assistant to the Associate Region Engineer of Development to ensure the technical needs of these areas are met.

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 12

Four years of experience equivalent to a Transportation Technician, including two years equivalent to a Transportation Technician E10 or one year equivalent to a Transportation Technician 11.

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:

- Contract administration
- Rehabilitation and construction best practices

Ability to:

- Explain instructions and guidelines to others effectively
- Organize and coordinate the work of multiple projects
- Advise and assist the Associate Region Engineer of Development in relation to on-going or proposed projects
- Interpret and provide guidance on design standards and practices

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required.

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

2/23/2026

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