

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) Highways
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-E	10. Division Construction
5. Working Title (What the agency calls the position) Transportation Technician 8/9/E10	11. Section North Region
6. Name and Position Code Description of Direct Supervisor SWANSON, BRADLEY G; ENGINEER MANAGER LICENSED-3	12. Unit Gaylord Transportation Service Center
7. Name and Position Code Description of Second Level Supervisor GAILITIS, JASON E; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1088 M-32 East, Gaylord, MI 49735 / 7:00 am-4:30 pm M-F (Varies at mgmt discretion)

14. General Summary of Function/Purpose of Position

This position participates in and oversees the construction and quality control inspection activities designed to ensure that highways, bridges, and allied transportation facilities are constructed to the plans and specifications contained in contractual construction agreements, designs plans for submittal, and reviews and document project records for adherence to standards. Performs engineering technical support activities, including material testing, inspection, and compliance, as well as project scoping, cost estimates, and design recommendations. Ensures right-of-way (ROW) permit activities are performed and completed consistently within standards and specifications. Designs technical and/or automated drafting activities in such specialized areas as engineering, electrical, right-of-way, and cartography, or architecture drafting for the purpose of laying out and preparing drawings of new or existing facilities, roadways, bridges, property, and maps. Additionally, this position performs technical traffic activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling, and marking situations. Performs surveying technical work and provides assistance in the surveying of roads, building sites, bridges, environmental sites, and determination of land boundaries under the guidance of a professional surveyor. This includes assisting with these duties throughout the North Region, if and when required, due to operational need.

This position requires possession of a valid driver's license to travel to job sites and perform 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: 60

Perform construction and quality control inspection activities designed to ensure that highways, bridges, and allied transportation facilities are constructed to the plans and specifications contained in contractual construction agreements.

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

Individual tasks related to the duty:

- Perform concrete testing such as air content and slump.
- Inspect construction items such as culverts, sewers and drainage structures, base or surface course, guardrail placement, bridges, sodding and seeding, erosion control, and pavement patching.
- Monitor/inspect construction projects to maintain contract compliance.
- Perform various tests on concrete or bituminous paving materials to assure quality control specifications are met.
- Confer with contractors, public utilities, city/county engineering departments, or consultants regarding coordination of construction project activities.
- Perform office technician activities including, but not limited to, reviewing/completing daily reports, plans, proposals, specifications, construction manuals, and contract documents; setting up, reducing, and checking field books; plotting cross sections; computing areas/volumes; preparing field books and sketches for land clearings; setting up/maintaining engineering file systems; and making contractor's payments, etc.
- Document construction progress and/or activities in computerized record keeping programs by maintaining detailed project records and preparing periodic reports on project progress, including materials used, and test results.
- Inspect construction projects ensuring work is completed per specifications, including sampling and testing materials to be used, ensuring proper certification of materials, maintaining records, preparing daily reports and project progress reports, and informing supervisor of problems.
- Inspect phases of assigned bridge, grading, and paving projects and prepare written inspection reports and records.
- Inspect soil erosion and sedimentation control devices.
- Perform wage rate interviews on contractor's employees.
- Train seasonal and other employees.

Duty 2

General Summary:

Percentage: 20

Perform engineering technical support activities, including materials testing, inspection, and compliance. Ensure material acceptance activities are within standards and specifications. Ensure ROW permit activities are performed and are completed consistently within the Transportation Service Center (TSC) area, Region, and Statewide.

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

Individual tasks related to the duty:

- Read, interpret, or explain applicable standards, technical literature, regulations, plans, and specifications.
- Complete necessary paperwork for material inspection and compliance.
- Perform aggregate gradation testing, density testing, and concrete testing.
- Perform Independent Assurance Testing (IAT) relating to all testing on federal aid projects.
- Perform laboratory and/or field tests and sampling on materials proposed for construction to determine compliance with specifications.
- Review and document project records for adherence to standards.
- Perform data collection, analysis, tabulation, and application of engineering data within specific work situations.
- Perform field reviews of permit applications for encroachment. Write and issue permits and inspect permit work.
- Review and process permit applications from state agencies, private businesses, and the general public to construct within the highway right-of-way including the identifying of adverse effects of proposed construction and preparing written responses to applicants.
- Coordinate details leading to the issuance or denial of construction and utility permits.
- Understand and interpret the specifications and special provisions for materials used on state and local government jobs.
- Evaluate soils for road and foundation and make recommendations to project engineers.
- Prepare engineering drawings, charts, maps, specifications, legal descriptions, cost estimates, noncompliance notices, and relocation permits.
- Perform mathematical calculations.

- Organize and keep track of permits issued using required programs.
- Train seasonal and other employees.

Duty 3

General Summary:

Percentage: 10

Design technical and/or automated drafting activities in such specialized areas such as engineering, electrical, ROW, cartography, or architecture drafting for the purpose of laying out and preparing drawings of new or existing facilities, roadways, bridges, property, and maps.

Individual tasks related to the duty:

- Draw architectural and engineering details of roadways, buildings, structures, topographical features, and more using computer generated techniques and programs.
- Prepare charts and graphs for the presentation of statistical data.
- Operate Global Position System (GPS) and Electronic Distance Meter (EDM) equipment to take and check measurements.
- Compute and verify mathematical data, and plot same for surveys, construction centerlines, ties, and alignment data.
- Check plotted and computed data and update and correct drawings and computations.
- Prepare charts and graphs for the presentation of statistical data.
- Maintain sets of drawings, test reports, work changes, vouchers, and daily reports for projects.
- Maintain files.
- Prepare special provisions, supplemental specifications, and special details for facilities, roadways, bridges, properties, and maps.
- Prepare plans and sketches of roadways, ROWs, buildings, structures, utilities, equipment and equipment adaptations, and office layouts.
- Detail grades, geometrics, drainage, utilities and structures, and compute necessary dimensions.
- Plot and display physical, cultural, and geographic features.
- Delineate boundaries according to legal description, date, means of acquisition, restrictions, sales of excess, and other miscellaneous data.
- Perform freehand sketching, lettering, pencil layouts, and ink work on engineering charts and graphs.
- Determine materials necessary to meet planning criteria, and coordinate the work and changes with the construction staff and others as necessary.
- Train seasonal and other employees.

Duty 4

General Summary:

Percentage: 5

Perform traffic technical activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling, and marking situations.

Individual tasks related to the duty:

- Prepare traffic plans for construction projects, including plans for both construction and permanent signs and markings.
- Conduct field investigations on problem locations, take measurements, traffic counts, and make recommendations.
- Review traffic control set-ups for safety and compliance.
- Develop and review traffic management plans and perform traffic work zone reviews during construction.
- Maintain and review data as it relates to roadway maintenance activities.
- Recommend and draw up sample changes in standards and specifications for geometric design guides, signs, and signals.
- Prepare quality sheets, authorizations, and cost estimates for roadway improvements and sign or signal projects.
- Calculate span loading, heights, timing cycles, and electrical energy usage on electrical signal projects.
- Prepare layouts for geometric modifications to meet operational and safety requirements.
- Prepare detailed designs, drawings, or strip maps for roadway improvements and control devices.
- Recommend and prepare possible design treatments and placement of control devices.
- Perform on-site field investigations to determine the adequacy of signing and pavement marking.
- Conduct field reviews to ensure conformance to guidelines and proper installation of signing, as well as inspections during and after installation.
- Prepare computer inventory of existing and proposed signing data, quantities, and field engineering for sign upgrading contracts.
- Develop and evaluate emergency detour routes in coordination with other offices and stakeholder agencies.
- Assist in the development, field work, administration, and evaluation of pavement markings, signing contracts, and contracted services.
- Review construction plans in terms of traffic operations, construction signing, geometric design, final signing, signals, pavement marking, and reflective system.
- Review maintenance of traffic plans, including field reviews with design and construction staff and make recommendations.

Duty 5**General Summary:****Percentage: 5**

Perform surveying technical work and provide assistance in the surveying of roads, building sites, bridges, environmental sites, and determination of land boundaries under the guidance of a professional surveyor.

Individual tasks related to the duty:

- Perform a variety of survey work assignments including stacking rods, setting prisms for measurements, running rods for benches and cross section evaluations, searching for section corners, property irons and survey points, and cutting brush for lines.
- Record measurements and descriptive data in various forms and formats.
- Perform calculations and computations.
- Participate in laying out grids and determining horizontal and vertical controls.
- Analyze and compare computations with standards set forth by state law or department policy.
- Document survey findings and delineation of lines and boundaries as found and set, using drawings, sketches, and inked tracings.
- Prepare topographic and contour maps of land surveyed.
- Measure distances in both metric and English units.
- Set and witness stakes, monuments, iron pins, spikes, and/or nails with tags for the establishment of horizontal and vertical control.
- Set monuments under the direction of a licensed land surveyor.
- Operate precise and automatic digital automatic levels, electronic total stations, and robotic total stations with data collectors and GPS receivers.
- Use an electronic data collector to record survey data.
- Record field data in field book using legible writing and directly into computer input forms.
- Maintain and clean survey instruments, tools, and vehicles.
- Train seasonal and other employees.

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

Routine and non-complex technical decisions to carry out the mission of the department.

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

When there is a deviation from an established procedure or when new situations arise which have not been dealt with before.

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.

Requires the ability to work in confined spaces, traverse irregular and/or steep terrain and/or from heights of up to 150 feet requiring the use of aerial equipment, scaffolding or safety harnesses under or alongside the structure while performing bridge inspection activities. Requires ability to safely and properly use hazardous chemicals (storage of containers, applications requiring safety equipment respirators, hearing and eye protection, rubber gloves and protective clothing). Exposure to weather, traffic, and construction hazards, noise, dirt, concrete and bit materials and other conditions associated with heavy construction. Ability to transport items weighing up to 50 lbs. This position requires possession of a valid driver's license to travel to job sites. Occasional overnight travel may be required. 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 position participates in and oversees the construction and quality control inspection activities designed to ensure that highways, bridges, and allied transportation facilities are constructed to the plans and specifications contained in contractual construction agreements, designs plans for submittal, and reviews and document project records for adherence to standards. Performs engineering technical support activities, including material testing, inspection, and compliance, as well as project scoping, cost estimates, and design recommendations. Ensures right-of-way (ROW) permit activities are performed and completed consistently within standards and specifications. Designs technical and/or automated drafting activities in such specialized areas as engineering, electrical, right-of-way, and cartography, or architecture drafting for the purpose of laying out and preparing drawings of new or existing facilities, roadways, bridges, property, and maps. Additionally, this position performs technical traffic activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling, and marking situations. Performs surveying technical work and provides assistance in the surveying of roads, building sites, bridges, environmental sites, and determination of land boundaries under the guidance of a professional surveyor. This includes assisting with these duties throughout the North Region, if and when required, due to operational need.

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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?

Provides customer service to the public, local and contract agencies, and vendors. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluating and inspecting bridges and culverts. This position performs basic, intermediate, and/or experienced level work in right-of-way/design development, inspection, surveying, and office work on highway and bridge program/projects, and associated transportation functions.

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:

- mathematical equations
- proper use of various equipment used in construction, materials testing, and surveying
- safety practices
- terminology used in construction, inspection, materials testing, and surveying
- computer input forms and proper formatting of data
- English/metric conversion factors

Skill in:

- use of testing equipment
- interpreting design/construction plans/specifications
- computing areas and/or volumes

Ability to:

- work on high structures from aerial equipment
- traverse uneven terrain

- communicate effectively
- maintain favorable public relations
- use various computer programs
- transport equipment/materials
- work under extreme weather and environmental conditions
- conduct testing of materials and equipment
- interpret design/construction plans/specifications
- maintain records and prepare reports
- understand and carry out detailed technical instructions
- operate various equipment used in construction, materials testing, and surveying

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required and must be maintained throughout employment in the position.
- Preferred Certifications/Trainings:
 - Field Manager Training
 - Computerized Office Technician Training
 - Drilled Shaft Inspector's Training
 - Prevailing Wage
 - Total Station & GPS for Construction (Beginner, Intermediate, and Advanced Courses)

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

3/11/2026

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