

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

Position Code 1. TRNSTCHAD25R

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-A	10. Division Bay Region
5. Working Title (What the agency calls the position) Lead Construction Technician	11. Section Mt. Pleasant TSC
6. Name and Position Code Description of Direct Supervisor BATES, SHAUN; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor HOFWEBER, JACK M; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1212 Corporate Drive, Mt. Pleasant, MI 48858 / M-F, 7:00am-3:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

Serve as lead worker and participate in the full range of duties in all areas of inspection, surveying, and office work on construction of highways, bridges, and allied transportation facilities. Oversee lower-level Transportation Technicians by assigning and reviewing work assignments, determining priorities, and training employees. Monitor, maintain, adjust, and document all work zone operations. Perform assignments in various divisions of the department. Participate in in-service training to maintain and upgrade jobs skills. This position requires possession of a valid driver's license to 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: 45

As a project lead worker, oversee the work of lower-level Transportation Technicians by determining priorities, meeting project requirements in terms of documentation.

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

Individual tasks related to the duty:

- Oversee the work of other Transportation Technicians by scheduling and reviewing work assignments, establishing work priorities, coordinating activities, and resolving problems.
- Oversee and assure the quality and quantity of work performed by requiring strict adherence to established methods and procedures.
- Solve problems pertaining to transportation projects and evaluate design changes.
- Document projects utilizing computer applications.
- Compute and adjust alignments and grades for road and bridge projects.
- Prepare construction reports - progress reports, estimates, work orders, change orders, and recommendations.
- Verify or determine final project quantities.
- Perform Quality Assurance (QA)/Quality Control (QC) on daily work reports (DWRs) for lower-level technicians.
- Attend pre-construction meetings, plan review meetings, Final Project Coordination (FPC) meetings, and utility meetings.
- Lead and train lower-level Transportation Technicians and Interns. Explain work instructions, methods, and procedures to meet required needs.
- Work with consultant inspection staff to ensure Michigan Department of Transportation (MDOT) guidelines are met.
- Complete consultant inspection documentation form.

Duty 2

General Summary:

Percentage: 35

Oversee the work of lower-level Transportation Technicians in inspection duties and/or perform a full range of inspection duties.

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

Individual tasks related to the duty:

- Oversee the work of other Transportation Technicians performing inspection duties such as density control, grading, concrete placement, bituminous paving, and bituminous plant inspection to ensure conformance with the specifications. This includes scheduling and reviewing work assignments, establishing work priorities, coordinating inspection activities, and resolving inspection problems.
- Perform the more complex inspection duties (e.g., Mechanically Stabilized Earth wall inspection) beyond those expected by the lower-level technicians.
- Lead and train lower-level Transportation Technicians and Interns. Explain work instructions, methods, and procedures to meet required needs.
- Communicate with the contractors, consultants, and employees concerning project specifications and scheduling.
- Meet with private industry, local organizations, and citizens to discuss proposed and active highway construction activity.
- Oversee and assure the quality and quantity of work performed by requiring strict adherence to established methods and procedures.
- Inspect soil erosion and sedimentation control devices and make necessary adjustments.

Duty 3

General Summary:

Percentage: 15

Perform assignments in various divisions of the department. Participate in in-service training to maintain and upgrade job skills. Suggest, implement, and administer process improvements. Be aware of and be an active participant in all phases of on-the-job safety.

Individual tasks related to the duty:

- Perform office technician duties for project documentation, payment management, and record retention necessary using AASHTOWare.
- Remain current with changes in technology, industry methods, and certifications. Attend classes, seminars, conferences, and other forms of training. Keep current with department procedures and policies. Participate in training and review of all information relating to the position.
- Participate in employee teams to improve TSC business processes.
- Other duties as assigned.

Duty 4

General Summary:

Percentage: 5

Monitor, maintain, adjust, and document all work zone operations

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

Individual tasks related to the duty:

- Review and understand the traffic management plan (TMP) to ensure that it is implemented as stated in the contract.
- Monitor and document the effectiveness of the TMP. Monitor the temporary traffic control plan (TTCP) and if it fails to perform as expected make recommendations to the Engineer to improve traffic flow.
- Assist the Engineer in working with the contractor to develop, monitor, adjust, and document an internal traffic control plan to minimize delay and improve work zone safety.
- Inform the Engineer when lane closures exceed time restrictions placed in the TMP.
- Understand and observe MDOT's Accident Prevention Plan. Immediately report hazardous conditions to your supervisor.
- Comply with MDOT's personal protective equipment (PPE) policy.

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

How to complete (in the field and by documentation and payment) an item of construction not foreseen on the plans. How to layout complex alignments and elevation on the project. Contractors, utility companies, engineers, technicians, and the motoring public may be affected by these decisions.

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

Where resolution of a problem such as authorization of extras and cost overruns is not within established policy.

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.

Exposure to weather, traffic, construction hazards, noise, dirt, operating equipment, and other conditions associated with heavy construction work. Operating equipment and transporting objects weighing 50 pounds. May be required to wear specialized safety equipment such as a respirator. Ability to inspect or investigate varied construction or activity sites, including traversing all types of terrain and various highway structures in all types of weather and traffic conditions. This position requires possession of a valid driver's license. Position may require availability outside normal work hours based on operational need.

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>
ADKINS, ANDREW	TRANSPORTATION TECHNICIAN-E 8	HEDRICH, AMY B	TRANSPORTATION TECHNICIAN-E E10

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. | ☐ Y | Assign work. |
| ☐ | Provide formal written counseling. | ☐ | Approve work. |

N		Y	
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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?

Serve as lead worker and participate in the full range of duties in all areas of inspection, surveying, and office work on construction of highways, bridges, and allied transportation facilities. Oversee lower-level Transportation Technicians by assigning and reviewing work assignments, determining priorities, and training employees. Monitor, maintain, adjust, and document all work zone operations. Perform assignments in various divisions of the department. Participate in in-service training to maintain and upgrade jobs skills. This position requires possession of a valid driver's license to perform 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 function of the work area is to provide direction to the contractors and consultants constructing highway road and bridge projects, maintaining project documentation, and assuring quality control. This position serves as the lead worker overseeing lower-level Transportation Technicians and participating in the full range of duties in all areas of inspection, surveying, and office work on construction of highways, bridges, and allied transportation facilities.

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 11

Three years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician E10.

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:

- source documents such as proposals, plans, specifications, standard plans, supplements, memorandums, and manuals
- personal and construction safety practices
- math including algebra, geometry, and trigonometry

Skill in:

- the use of safety equipment, testing equipment, and survey equipment

Ability to:

- oversee and coordinate work in progress
- communicate effectively
- maintain favorable public relations
- train others
- work under extreme weather conditions and environmental conditions of a work site
- perform various kinds of inspections and prepare documentation
- operate a computer

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must be maintained throughout employment in the position.
- Possession of Comprehensive Soil Erosion and Sedimentation Control certification or possession within 1 year of the date of hire.
- Possession of 3 of 4 industry certifications (Bituminous (Hot Mix), Concrete, Density Testing, Aggregate Gradation) or possession within 1 year of the date hire.

NOTE: Any positions performing sampling and testing of highway materials for federal aid projects on the National Highway System (NHS), subsequent to June 29, 2000, must be performed by qualified technicians, certified in the requisite Bituminous (Hot Mix), Concrete, Density Testing, or Aggregate Gradation per a Civil Technician qualification program to ensure compliance with the Quality Assurance Procedures for Construction.

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

10/9/2025

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