

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

Position Code 1. ENGLMGR4A77N

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 ENGINEER MANAGER LICENSED-4	10. Division
5. Working Title (What the agency calls the position) Engineer Manager-Licensed (EML) 15	11. Section Operations
6. Name and Position Code Description of Direct Supervisor WAHL, WILLIAM E; SENIOR POLICY EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 1088 East M-32, Gaylord, Mi 49735 / 7:30 a.m. - 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as second-line professional manager of professional positions in a complex work area, assisting the Region Engineer in administering the Region which includes administering and directing all activities of the Operations Section of the Region Office. Duties of this position include, but are not limited to, overseeing and assigning the available resources to accomplish the work; selecting, training, and mentoring staff in accordance with Equal Employment Opportunity (EEO) laws and policies; identifying, implementing, and fostering open communications within the Region, Transportation Service Centers (TSC), and central office; and monitoring productivity, accomplishments, expenditures, and conformance to department policies and guidelines and Region objectives. This section is responsible for Region administration and oversight in the areas of construction, operations, bridge management, maintenance, and emergency operations.

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: 30

Provide strategic direction and alignment in the Region for Operations, Construction, and Bridge Management.

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

Individual tasks related to the duty:

- Ensure and facilitate quality improvements in the activities and processes of the Section.
- Monitor and ensure the organizational alignment of Region TSCs.
- Develop and promote the use of effective teamwork techniques.
- Coordinate staffing needs to ensure adequate construction and technology project quality control.
- Monitor construction engineering costs, extras, and overruns.
- Monitor performance and costs of direct and contract maintenance work.
- Help ensure Region alignment of maintenance and traffic engineering.
- Ensure operations and traffic management input in the development of each project early in the scoping phase.
- Implement Transportation System Management and Operations (TSMO) initiatives within the Region.
- Ensure bridge management and maintenance activities are in alignment with statewide and Federal policies and procedures.
- Function as the Region Emergency Management Coordinator. Ensure processes are in place to effectively respond to incidents and emergencies throughout the Region.

Duty 2

General Summary:

Percentage: 30

Provide leadership and supervision for the Operations Section.

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.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Direct the activities of maintenance, traffic and safety, construction, bridge, and administrative support staff in order to carry out the department's mission and objectives.
- Foster and encourage a culture of continuous improvement.
- Facilitate and promote innovations throughout the Region.

Duty 3

General Summary:

Percentage: 20

Develop, monitor and manage budgets within area. Manage Region fleet and facilities. Work on statewide initiatives.

Individual tasks related to the duty:

- Work with the Region financial analyst, Region maintenance superintendent, maintenance business team, and TSC Managers in distributing and managing operational budgets for direct and contract maintenance.
- Work with the Region bridge engineer and traffic, safety, and operations engineer to ensure that capital programs for bridge and operations programs and constrained and support overall Region goals.
- Monitor and measure all operations budget costs and expenditures.
- Coordinate with other Region areas to monitor the Region budget.
- Manage the region program for upgrading and repairing all fleet and facilities within the region.

- Member of the Statewide Maintenance and Operations Alignment Team (SMOAT).
- Serve on statewide teams representing the Region, Region Leadership Team, the Region Engineer, or Region Bureau Management Team (RBMT) as assigned.
- Participate in process improvements or other specialized teams as assigned.

Duty 4

General Summary:

Percentage: 10

Provide support to Region TSCs.

Individual tasks related to the duty:

- Work closely with the TSC managers and provide needed technical, coordination, organizational, and strategic support.
- Make work assignments for and monitor the performance of Region technical specialists and supervisors.
- Assist the TSC managers to develop maintenance/operational plans for their areas.
- Maintain performance guidelines and develop performance criteria and objectives to measure performance including cycle time, costs, and quality.

Duty 5

General Summary:

Percentage: 10

Assist in the general administration of the Region.

Individual tasks related to the duty:

- In the absence of the Region Engineer, assume the duties of that position.
- Represent the Region office at meetings with cities, villages, counties, and other outside customer groups to discuss programs and projects.
- Work with the development associate and staff to ensure that every project is completed on time, within budget, and at an acceptable quality level.
- Support cross training to increase the value of our employees and increase job satisfaction.
- Chair Region claim meetings and track and file claim letters, reports, and progress.
- Assist TSC managers to resolve project issues so they can be closed out.
- Support Region workforce programs and ensure alignment across the Region in work plans and processes.

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

Make decisions related to the use of public resources in providing for the safe and continual operation of the transportation system. The public at large is affected by these decisions.

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

Matters related to policy or high political sensitivity requiring supervisory review.

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.

Ability to inspect or investigate various activity sites, including traversing all types of terrain and highway structures in all types of weather and traffic conditions occasionally. Ability to interpret and understand plans and engineering documents, including technical specifications. Some pressure to meet deadlines, some irregular hours, and occasional overnight stays may be necessary. 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>
	DEPARTMENTAL TECHNICIAN-A 10		DEPARTMENTAL TECHNICIAN-E E9

	ENGINEER MANAGER LICENSED-3 14		ENGINEER MANAGER LICENSED-3 14
	ENGINEER MANAGER LICENSED-3 14		RESOURCE SPECIALIST 2 13
	TRANSPORTATION MAINT SPV-3 13		
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 second-line professional manager of professional positions in a complex work area, assisting the Region Engineer in administering the Region which includes administering and directing all activities of the Operations Section of the Region Office. Duties of this position include, but are not limited to, overseeing and assigning the available resources to accomplish the work; selecting, training, and mentoring staff in accordance with Equal Employment Opportunity (EEO) laws and policies; identifying, implementing, and fostering open communications within the Region, Transportation Service Centers (TSC), and central office; and monitoring productivity, accomplishments, expenditures, and conformance to department policies and guidelines and Region objectives. This section is responsible for Region administration and oversight in the areas of construction, operations, bridge management, maintenance, and emergency operations.

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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 function of the work area is to administer and manage the state transportation system and federal aid system within the Region. This position acts on behalf of the Region participating in statewide teams. This position is one of two associate positions to assist the Region Engineer in accomplishing those goals.

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.
Possession of a Bachelor of Science degree in Civil Engineering, preferred.

EXPERIENCE:

Engineer Manager-Licensed 15

Six years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; two years equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13; or, one year equivalent to an Engineer Manager 14, Engineer Manager-Licensed 14, Engineering Specialist 14, or Engineering Specialist-Licensed 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- supervisory and training techniques
- MDOT policies and procedures
- labor relations and EEO functions
- state government organization and functions
- computer programs utilized by the department
- fiscal planning and management
- staffing requirements

Skill in:

- organization
- planning
- staffing
- training
- budgeting
- reporting
- public relations
- public speaking

Ability to:

- communicate effectively in various formats
- effectively communicate with a wide diversity of people
- supervise and evaluate others
- collect and analyze engineering data
- organize, evaluate, and present information effectively
- organize and set priorities for work assignments
- assign and explain work assignments to subordinates
- maintain records
- prepare reports or correspondence related to ongoing work
- plan, direct, and coordinate programs
- administer activities of a complex nature

**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	8/11/2026
Appointing Authority	Date

<i>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.</i>	
Employee	Date