

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: ENGLMGR3A80N

Civil Service Class and Level: ENGINEER MANAGER LICENSED-3

Working Title (What the agency calls the position):

Name and Position Code Description of Direct Supervisor: MAUFORT, JAY W; ENGINEER MANAGER LICENSED-4

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: Operations

Work Location/Hours of Work: TBD- North Region location to include Hilman, Kalkaska, North Region, Traverse City or Alpena / 7:30-4:30 Mon-Fri (hours may vary)

General Summary of Function/Purpose of Position: This position functions as a first-line professional manager of professional positions in a complex work area. This position coordinates and administers the Region business processes for state and local construction engineering with a focus on quality assurance, material testing, work zone safety and mobility, contract modifications/change orders, extension of times, prompt payment, prevailing wages, Disadvantaged Business Enterprise/Small Business Program (DBE/SBP), claims, final reviews, and project finalizing. The manager is to maintain alignment within the Region and with other Transportation Service Centers (TSCs), Regions, Lansing Central Office, and the Federal Highway Administration (FHWA).

The manager is charged with meeting deadlines, meeting Michigan Department of Transportation (MDOT) customer needs, resolving complex issues to ensure successful process, project, and program implementation, managing budgets, and ensuring continued operations for delivery of MDOT services and products. This responsibility includes leading the Region construction business team, leading innovative contract delivery methods, and participating as a member of statewide construction teams. Additionally, this position acts as a supervisor and is responsible for ensuring the technical and personal development of employees and their commitment to customer service.

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

Assigned duties and tasks for each duty.

Duty 1

Percentage: 45

Serve as the manager responsible for Quality Assurance (QA) for the Region's state and local construction operations. Monitor delivery of the program, provide leadership and expertise to solve complex issues, and implement improved processes. Ensure alignment with Region and statewide policies and guidelines.

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

- Provide quality assurance programs for the Region's construction engineering section and implement appropriate strategies to ensure high-quality projects are delivered on time and within budget.
- Monitor and ensure construction compliance and effectiveness, with a focus on Work Zone Safety and Mobility (WZSM) policy implementation and compliance, work zone enforcement reporting and work zone traffic control QA, Soil Erosion and Sedimentation Control/National Pollutant Discharge Elimination Systems (SESC/NPDES) compliance, contract modifications/change orders[JM2.1], extension of times, prompt payment, prevailing wages, DBE program, claims, final reviews, project finalizing, warranty inspections and corrective actions, Construction Engineer (CE) testing consultant selection and effectiveness, overtime management, etc.
- Lead region-wide consultant construction engineering contracts.
- Lead the Region construction business team.
- Lead the implementation and application of innovative contract delivery methods.
- Participate as a member of standing or ad hoc statewide construction teams.
- Facilitate Region claims.
- Monitor construction costs, contract modifications, and approval processing.
- Oversee final reviews of projects managed by non-certified TSC or local agency construction engineers.
- Measure and report on state and local construction costs, schedule, and quality results and work to improve the same.

Duty 2**Percentage: 20**

Serve as the manager responsible for material testing for the Region's state and local construction operations. Monitor delivery of the program, provide leadership and expertise to solve complex issues, and implement improved processes. Ensure alignment with Region and statewide policies and guidelines.

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

- Lead the Region material testing efforts and ensure that materials incorporated into state and local projects are compliant with contract expectations and monitor effectiveness of labs performing Region testing or verification.
- Lead required QA material testing for state projects and compliance reviews of materials testing on local projects.
- Oversee the Region's Independent Assurance Testing Program.
- Oversee any Region-wide consultant testing contracts, track costs and effectiveness.
- Participate as a member of standing or ad hoc statewide material teams.
- Measure and report on cost, schedule, and quality of state and local material results and work to improve the same.

Duty 3**Percentage: 15**

Serve as the Region Construction Liaison, responsible to coordinate and collaborate on state and local construction and construction contract issues and topics with each Region TSC, other Region's TSCs, Lansing Central Office, FHWA, and other construction, construction engineering, and material stakeholders.

- Serve as the point of contact for all construction within the region.
- Review project documents during the development phase of projects to improve region-wide alignment and constructability.
- Work as a team member, as assigned, on various statewide teams addressing construction, construction engineering, construction contracting, materials, etc., to improve programs, processes, procedures, specifications, policies, etc.
- Ensure construction and material compliance and alignment within the Region.
- Coordinate construction and material audits performed by others and oversee activities to achieve proper outcomes.
- Report on statewide efforts and Region audit results.

Duty 4**Percentage: 15**

Perform the necessary functions of a supervisor.

- 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.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- 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.
- Oversee the area's operating budget and monitor expenditures to ensure compliance as appropriate.

Duty 5**Percentage: 5**

Perform other duties as assigned.

- Serve on technical committees.
- Assist with project scoping.
- Represent the Region and make presentations as needed at stakeholder meetings.
- Serve as an expert witness.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: When decisions are required to assign staff to meet multiple priority deadlines. Interpret MDOT policies and guidelines concerning construction and materials issues. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, Michigan Occupational Safety and Health Administration (MIOSHA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.

Types of decisions that require the supervisor's review: When existing policy is unclear, or when changes or variances from existing MDOT policy, guidelines, or procedures are needed. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversial matters, or revisions of specification or contractual matters.

Physical effort used to perform this job and environmental conditions of this position: Moving in and around an office setting, including remaining in a stationary position at a computer for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including moving up and down roadway slopes, climbing under bridges, wading in water, and transporting materials up to 25 lbs. Work is performed in close proximity to traffic, including moving in and out of traffic. This position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

Names and classes and levels of employees whom this position immediately supervises:

HILL, JEFFREY T	TRANSPORTATION ENGINEER-A 12
WEGENER, BRANDON	TRANSPORTATION ENG LIC SPL 2 13
KING, RICHARD J	TRANSPORTATION TECHNICIAN-A 11
JOZWIAK, ALEXANDER P	TRANSPORTATION TECHNICIAN-A 11
SIKORA, KEITH A	TRANSPORTATION TECHNICIAN-A 11
GERSEWSKI, PAUL J	TRANSPORTATION TECHNICIAN-A 11
HARRISON, STEPHANIE L	TRANSPORTATION TECHNICIAN-A 11
CADEAU, DAVID J	TRANSPORTATION TECHNICIAN-E E10
STRITTMATTER, PHIL T	TRANSPORTATION TECHNICIAN-SS 12

Essential functions of this position: This position functions as a first-line professional manager of professional positions in a complex work area. This position coordinates and administers the Region business processes for state and local construction engineering with a focus on quality assurance, material testing, work zone safety and mobility, contract modifications/change orders, extension of times, prompt payment, prevailing wages, Disadvantaged Business Enterprise/Small Business Program (DBE/SBP), claims, final reviews, and project finalizing. The manager is to maintain alignment within the Region and with other Transportation Service Centers (TSCs), Regions, Lansing Central Office, and the Federal Highway Administration (FHWA).

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Function of the work area: The function of the work area is to perform construction engineering oversight and material testing and oversight. This position serves as the manager of the construction unit within the Operations Division of the region office.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

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.

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:

- MDOT management systems, processes and procedures
- engineering principles
- scientific principles related to transportation
- mathematics used in engineering work

Ability to:

- organize and set priorities for work assignments
- assign work to subordinates
- communicate effectively
- serve as an expert witness
- maintain records
- prepare reports and correspondence related to work
- promote and maintain favorable public relations

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid drivers license is required and must be maintained throughout employment in the position.
- Possession of a registered professional engineering license as required by the State of Michigan which must be maintained throughout employment in the position.