

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR - Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Classification of Position Building Construction Superintendent- A (12)	10. Division Parks and Recreation Division
5. Working Title of Position (What the agency titles the position) Regional Field Planner	11. Section Planning and Infrastructure
6. Name and Classification of Direct Supervisor Kristen Bennett, Landscape Design Manager - 3	12. Unit Development Unit
7. Name and Classification of Next Higher Level Supervisor Vicki McGhee, State Administrative Manager - 1	13. Work Location (City and Address)/Hours of Work Gaylord Customer Service Center: 1732 West M-32 Gaylord, MI 49735 (40 hours per week, M-F)
14. General Summary of Function/Purpose of Position Serve as a project manager for a wide range of projects for a geographic region for Parks and Recreation Division, including, but not limited to, the planning, design, and implementation of improvements at state parks and recreation areas, trails, harbors and boating access sites. Serve as technical resource to operational field staff on planning and construction development efforts. Incumbent will be the recognized resource to review plans and specifications; perform cost estimating; prepare construction documents; facilitate and track permits; conduct project oversight, quality assurance and quality control; perform project inspections, research new materials and construction trends and prepare reports; and track project budgets.	
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 35%

As the recognized resource for the Gaylord District, represent Parks and Recreation Division during large project design development and project implementation for the region.

Individual tasks related to the duty.

- As Project Manager is the project's primary liaison representing Parks and Recreation Division and advises the contract administrator.
- As Parks and Recreation Division's project representative, communicates with the project team, including contractors, design consultants, and construction supervisors regarding plan and specification interpretation, design layout, construction procedures, work schedules and materials that apply to the project.
- As a project manager, works to resolve problems.
- Participates in the review of construction bids and contractor recommendations.
- Utilize GIS mapping and data for analysis and project scoping.
- Performs on-site reviews for regulatory compliance, including ADA Standards, and all other applicable Code and regulations.
- Review record drawings and on-site conditions to develop a comprehensive understanding of age and condition of Division assets. Collaborate with District Manager and Unit Supervisors to identify project priorities and to provide active asset management.
- Conducts inspections at appropriate times during project implementation.
- Inspects materials and workmanship. Reports inadequate work/materials to the project team and contract administrator.
- Coordinates and oversees project spending with the budgeted allotment and various state/federal/local/private funding partners, including tracking grant expiration dates pertaining to project funding. Maintain up to date project budget tracking.
- Communicates appropriately to the project team and other authorities regarding problems and progress.
- Prepares Work Orders and other pre-project documentation.
- Participates in developing a project's Request for Proposals and the design consultant selection.
- Maintains records of the project's progress, decisions, discussions, delays, and other issues relating to the success of the project. Provide tracking of project progress statuses.
- Performs review of strategic plan, management plans and other guiding documents to ensure project adherence to these documents.
- Performs public meeting and stakeholder presentations.

Duty 2

General Summary of Duty 2 **% of Time** 25%

Perform and coordinate review and approval of engineering, architectural, and site work drawings, specifications, contract documents and design computations.

Individual tasks related to the duty.

- Examines, evaluates and approves engineering and architectural drawings, design computations, and specifications to ensure functional and operational compliance. Makes recommendations for changes.
- Reviews project documents prepared by consultants.
- Seeks additional engineering and architectural reviews as needed.
- Review and approves shop drawings.
- Reviews cost estimates.
- Ensures that Project Scope is achieved, and end users needs are met throughout the project.
- Ensure that project designs incorporate sustainable solutions and/or solutions that address climate change, such as alternative energy solutions, energy efficiency, and green technology.

Duty 3**General Summary of Duty 3****% of Time 25%**

Prepares designs or provides technical assistance for renovated or new facilities including medium and small projects for Parks and Recreation Division.

Individual tasks related to the duty.

- Prepares schematic, conceptual, preliminary and final design/ construction plans.
- Prepares specifications.
- Conduct site layout and small land surveys.
- Educates Parks and Recreation Division staff on new construction materials and innovative trends, accessibility, energy conservation and green design alternatives.
- Assists in reviewing bids, shop drawings and materials selections.
- Support park staff in implementing staff-built projects.
- Provides technical assistance and research to park and district staff on projects.
- Prepares cost estimates.
- Develops project scope and assists in entry into database (Work Item Proposal (WIP)).
- Prepares and submits forms and reports to request Engineering Services (PR database).
- Secures other contract documents that specify the project scope and budget (Work Orders, MOPs).
- Acts as Parks and Recreation Division's representative to Dept. of Technology, Management and Budget (DTMB).
- Coordinates with other interested federal, state, local or partnership agencies.

Duty 4**General Summary of Duty 4****% of Time 10%**

Performs facility and site inspections.

Individual tasks related to the duty.

- Works jointly with park staff to conduct yearly inspections and make recommendations to remedy problems with facilities, as needed, for state park and recreation areas, trails, harbors and boating access sites.
- Reports non-compliance and public health/safety/welfare issues and helps to resolve.
- Develops reports regarding facility conditions and deficiencies and makes recommendation for repairs.
- Help maintain and create reports from the asset-based GIS system related to the region infrastructure priorities.
- Track and analyze data from various GIS systems and databases used to monitor assets.
- Develops cost estimates.

Duty 5

General Summary of Duty 5 % of Time 5%

Performs additional duties as necessary and assigned.

Individual tasks related to the duty.

- Assists with creating and setting yearly Capital Outlay funding priorities.
- Represents PRD on internal and external committees, boards, partnerships and Advisory groups.
- Provide training to staff on construction techniques, new trends or materials.
- Assist in Management Planning Process.
- Provide technical assistance, or project management assistance to other Regional Field Planners, as needed.
- Other as assigned.

Duty 6

General Summary of Duty 6 % of Time

Individual tasks related to the duty.

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- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

The employee makes decisions on a daily basis regarding project design development and project implementation.

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

The incumbent exercises wide latitude in determining objectives and approaches to critical assignments. All final administrative decisions and decisions affecting operational issues would rest with the immediate supervisor and district supervisors affected. All final project decisions will be made in conjunction with Planning Section Chief approval.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Statewide travel and working at project sites under construction, near heavy equipment and possible construction hazards, is required. This may involve working in adverse weather conditions periodically. Travel throughout the State may require spending overnights away from the work station. Work areas may also be near and around coastal environments and waterfront properties, including mooring piers and occasionally in the water. Some properties reviewed and inspected are environmentally contaminated.

Physical activities on a daily basis include: standing, sitting, reaching, carrying, walking and bending. Physical activities on a periodic basis include: climbing, stooping, kneeling, crouching, driving, wading, operating photographic and video

equipment. Condition/Hazards on a periodic basis include: wet, cold, heat, noise, dust, fumes, vegetation, contaminated soil and contaminated water.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

I agree with the responses provided.

23. What are the essential duties of this position?

- **Recognized resource for geographical region**
- **Project Management**
- **Technical Assistance**
- **Basic understanding and use of GIS systems**
- **Construction management and implementation**
- **Gather information essential to the planning and design process.**
- **Develop concept drawings for a variety of recreation facilities**
- **Prepare documents for recreation projects.**

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position

25.What is the function of the work area and how does this position fit into that function?

The primary function of the work area is technical assistance, development, construction and project management of state parks and recreation areas, trails, harbors and boating access sites, administered by Parks and Recreation Division, DNR. This position assists with the technical, planning and project management functions for construction of these facilities; both short and long term projects. This work area is divided up into regions and this person is the sole Development Unit representative for this region.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in Landscape Architecture, Architecture, Engineering, or Building Construction.

EXPERIENCE:

Three years of professional experience in landscape design or plan review equivalent to a Landscape Designer, including one year equivalent to a Building Construction Superintendent P11

Alternate Education and Experience: For all levels, four years of experience as a superintendent or foreman in the building construction trades, or experience of equivalent responsibility in building construction inspection, planning or design may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be knowledgeable about the principles and practices of construction, including basic design, construction, and maintenance principles. This position requires knowledge of the development and use of contracts, cost estimates, and specifications, as well as construction processes and procedures. This position will also require strong computer skills, including both design and graphics as related to recreation facility planning. In addition, the ability to work with other design professionals, recreation and natural resource professionals, as well as the general public, is necessary. The ability to participate and lead formal presentations is important. This position requires the ability to read and interpret construction blueprints, plans, drawings, and specifications. This position needs to have experience with construction techniques and site inspections.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Drivers License.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date