

<b>1. Position Code</b>
-------------------------

**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.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR - Natural Resources
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Classification of Position</b> Building Construction Superintendent – E (9-11)	<b>10. Division</b> Parks and Recreation Division
<b>5. Working Title of Position (What the agency titles the position)</b> Regional Field Planner	<b>11. Section</b> Planning and Infrastructure
<b>6. Name and Classification of Direct Supervisor</b> Kristen Bennett, Landscape Design Manager - 3	<b>12. Unit</b> Development Unit
<b>7. Name and Classification of Next Higher Level Supervisor</b> Vicki McGhee, State Administrative Manager - 1	<b>13. Work Location (City and Address)/Hours of Work</b> (40 hours per week, M-F)

**14. General Summary of Function/Purpose of Position**

Under limited supervision, serve as a project manager for a wide range of projects within Parks and Recreation Division (PRD), including, but not limited to, the planning, design, and implementation of improvements at state parks and recreation areas, trails, harbors and boating access sites. The position will be assigned an expanding range of professional planning and design assignments ranging from simple to more complex.

Incumbent will also assist with 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.

**For Civil Service Use Only**

**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%

Represents Parks and Recreation Division during large project design development and project implementation.

**Individual tasks related to the duty.**

- With assistance from other regional planners or supervisor communicates Parks and Recreation Division project intent to contract administrator.
- With limited supervision 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.
- Brings problems to supervisor to discuss and resolve.
- 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 supervisor, 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.
- With limited supervision participates in developing a project’s Request for Proposals (RFP) 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.
- With approval 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.**

- With limited supervision reviews project documents prepared by consultants.
- With limited supervision examines, evaluates and approves engineering and architectural drawings, design computations, and specifications to ensure functional and operational compliance. Makes recommendations for changes.
- Seeks assistance for additional engineering and architectural reviews as needed.
- With limited supervision review and approves shop drawings.
- With limited supervision 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 provided 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 for review of supervisor.
- Prepares specifications for review of supervisor.
- Conducts site layout and small land surveys.
- Assists in reviewing bids, shop drawings and materials selections.
- Support park staff in implementing staff-built projects.
- Prepares cost estimates for review of supervisor.
- Develops project scope and assists in entry into database (Work Item Proposal (WIP)).
- Prepares and submits forms and reports to request Engineering Service (PR database).
- Assist with 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.
- Develops reports regarding facility conditions and deficiencies and makes recommendation for repairs.
- Help maintain and create reports from asset-based GIS system related to infrastructure priorities.
- Track and analyze data from various GIS systems and databases used to monitor assets.
- Develops cost estimates for review of supervisor.

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 Priorities.
- Occasionally represents PRD on internal and external committees, boards, partnerships and Advisory groups.
- Assist in Management Planning Process.
- Provide technical assistance, or project management assistance to other Regional Field Planners, as needed.
- Other as assigned.

**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 performs an expanding range of professional planning and design assignments. The incumbent normally receives a little instruction on day-to-day work and receives general instructions on new assignments.

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

All project and administrative decisions affecting project scope, budget, funding and contracts 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 workstation. 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 daily 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?

- **Expanding complexity of Project Management**
- **Expanding complexity of 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 construction development 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 will work under guidance with projects that increase in complexity until the employee is at the experienced level.

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:**

**Building Construction Project Superintendent 9** No specific type or amount is required.

**Building Construction Project Superintendent 10** One year of professional experience overseeing the construction, remodeling and/or maintenance of buildings and facilities equivalent to a Building Construction Project Superintendent 9.

**Building Construction Project Superintendent P11** Two years of professional experience overseeing the construction, remodeling and/or maintenance of buildings and facilities, including one year equivalent to a Building Construction Project Superintendent 10.

**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 growing in knowledge about the principles and practices of construction, including basic design, construction, and maintenance principles. This position requires growing 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 growing 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 Driver's 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