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| CS-214  Rev 11/2013 |  | Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form 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/5901 |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Bureau of Development |
| 4.Civil Service Position Code Description | 10. Division |
| Transportation Technician-E (8-E10) | Development Services Division |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Transportation Technician | Real Estate Section |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Lori Crysler, Property Manager 14 | Property Management Unit |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Teresa Vanis, State Administrative Manager 15 | 425 W. Ottawa Street, Lansing, MI 48933  7:30 a.m. – 4:30 p.m. |
| 14. General Summary of Function/Purpose of Position | |
| This position is responsible for standard assignments related to MDOT’s statewide Real Estate technical program. MDOT’s real estate technical program consists of MDOT right-of-way plans and right-of-way maps. The right-of-way plans are developed when MDOT needs to acquire right-of-way for statewide projects. MDOT right-of-way plans are developed using Computer Aided Design and Drafting (CADD) systems and show the right-of-way that must be acquired for a project. The right-of-way maps are MDOT’s statewide inventory of MDOT owned property that are public in electronic format for viewing, printing and downloading by MDOT staff, government agencies, utility companies, design consultants, business owners and the general public.  The Transportation Technician is responsible for preparing and updating the MDOT right-of-way maps. This position also prepares legal descriptions of property for condemnation proceedings and disposal of MDOT excess property, using information supplied on design plans to define the limits of the property to be taken or to be disposed of.  The Transportation Technician is also responsible for the preparation of sketches and overlays of residential lands for the disposal of MDOT owned excess property using information supplied only on the project the excess was acquired within. This position may assist the supervisor or the senior level transportation technician in basic training of lower level technicians. | |
| 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 of Duty 1 % of Time 70**  Prepare and update MDOT right-of-way maps for standard assignments for access by MDOT staff as well as outside sources. Prepare MDOT right-of-way maps for transferring to GIS portal. Standard assignments include preparing and updating right-of-way maps that are adjacent to highway property, involve fee or easement right-of-way, and/or involve existing roadways or bridges. | |
| **Individual tasks related to the duty.**   * Interpret design and right-of-way plans, review and identify any ambiguities and/or errors on ROW maps and determine how best to resolve right-of-way issues. * Produce appropriate products for ROW and GIS map updates utilizing multiple file types (ie., .tiff, .dgn, .kmz, .kml) and programs (i.e., MicroStation, ArcGIS). * Review final design plans for inclusion of required legal and technical nomenclature needed to prepare property deeds. * Assemble GIS information from field collected data or existing electronic data. * Assist and support Region and Central Office personnel in deciphering legal descriptions and mapping. * Provide phone support and various trouble shooting tasks related to real estate technical inquiries. * Apply route surveying, boundary surveying, construction plan reading and survey control to make inferences about applicability of records to fulfill research requests, based on information located from records and databases that vary in format and medium including 100-year-old survey notes, modern CADD files, etc. * Prepare CADD drawings as required to update MDOT right-of-way maps in preparation for GIS technology. * Work closely with Real Estate and Design staff as well as Region Offices to make revisions and corrections to the right-of-way maps and/or legal descriptions and sketches as requested. | |
| Duty 2 **General Summary of Duty 2 % of Time 15**  Prepare legal descriptions of property for condemnation proceedings and disposal of MDOT excess property, using information supplied on design plans to define the limits of the property to be taken or to be disposed of. | |
| **Individual tasks related to the duty.**   * Maintain records of all legal descriptions and sketches of highway and railroad excess properties. * Create and compute unknown areas of properties to be taken for highway use and the disposition of highway and railroad excess properties. * Review parcel packages and requests to verify accuracy of documentation in order to perform specific real estate tasks. * Communicate technical information to requestors. | |
| Duty 3 **General Summary of Duty 3 % of Time 10**  Prepare sketches and overlays of residential lands for the disposal of MDOT-owned excess property using information supplied only on the project the excess was acquired within. | |
| **Individual tasks related to the duty.**   * Review acquisition information for sketch requests of disposal of MDOT-owned excess property. | |
| Duty 4 **General Summary of Duty 3 % of Time 5**  Other duties as assigned. | |
| **Individual tasks related to the duty.**   * May assist supervisor or senior level in basic training of lower level technicians. | |

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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  Must have knowledge and understanding of route surveying, boundary surveying, and survey control and make decisions regarding these.  Able to assist in determining conflicts or ambiguities in legal descriptions and how to resolve to best represent MDOT’s interests. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  When encountering unique ROW inquiries, especially in circumstances that might bring about a delay in the creation of legal descriptions, drawings and court exhibits or a decision that might involve significant changes in the already approved engineering review or negotiations.  When any unusual conditions arise and no previous standards apply, consultation with the supervisor may be required.  Development of any proposed workflow changes.  Questions regarding policy and procedures. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Occasional travel on a statewide basis. Travel may require sitting for long periods of time. Sitting for long periods of time using a computer. Overnight and long-distance travel is required for meetings. Ability to communicate effectively in a one on one situation or before a group as a regular part of the job. | | | |
| 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
| NONE |  |  |  |
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| 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.** | | | |

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| 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?  All duties are essential functions. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Downgrade from TT11 to TT 8-E10 for training purposes. |
| 25. What is the function of the work area and how does this position fit into that function?  The Real Estate Property Management Unit provides technical real estate support for the Central Office, Region Offices as well as outside contractors in the areas of mapping, right-of-way plans, and legal descriptions. This position prepares and updates the MDOT right-of-way maps  This position is responsible for assignments related to instrument work that includes preparing right-of-way legal descriptions for road and bridge projects, condemnation proceedings and disposal of MDOT excess and railroad properties.  This position also serves as a resource person to Regions, Transportation Service Centers, other Real Estate staff, contractors’ surveyors, lawyers, and the general public as to the methodology used in the preparation of legal descriptions. |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:  Possession of an Associate degree in concrete technology, civil technology, construction technology, surveying technology, construction management, mathematics or computer science. |
| EXPERIENCE:  **Transportation Technician 8-10** 8 level: No specific type or amount. 9 level: One year of experience equivalent to a Transportation Technician 8. E10 level: Two years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician 9. |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Knowledge of the U.S. Public Land Survey system; proper formatting of data and of English and metric conversion factors, as well as nomenclature and conventional symbols of mapping, architectural, and engineering drawings. Ability to apply required surveying knowledge to specific situations; interpret plats, plans, maps and drawings.  Communicate effectively with co-workers, consultants and general public inquiries. Knowledge of the function and operation of automated drafting equipment and computer graphics equipment such as CADD programs. Ability to operate automated drafting and computer graphics equipment. Knowledge of design and commercial planning concepts and techniques, including design manuals, standard plans and specification, construction manuals and engineering and drafting practices. Ability to express ideas clearly and concisely, both orally and in writing in normal and stressful conditions. Ability to read, interpret, or explain applicable standards, technical literature, regulations, plans, and specifications. Ability to prepare maps, drawings, and tracings neatly, accurately, and legibly.  Ability to maintain effective working relationships with private, public, local, state and federal personnel as well as other department personnel. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Possession of a 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.* |
| *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 |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

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