

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) Bureau of Field Services (BFS)
4. Civil Service Position Code Description Transportation Eng Lic Spl 2	10. Division Transportation Systems Management and Operations (TSMO)
5. Working Title (What the agency calls the position) TSMO Projects and Contracts Engineer	11. Section Maintenance and Operations Services
6. Name and Position Code Description of Direct Supervisor CROZE, TIMOTHY; ENGINEER MANAGER LICENSED-5	12. Unit
7. Name and Position Code Description of Second Level Supervisor ZIMMER-JANECZKO, KIMBERLY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 6333 LANSING RD; LANSING, MI 48917 / M-F, 7:30 am - 4:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as the statewide resource responsible for assuring the quality of the pump station program; identifying, acquiring, and coordinating resources with the Michigan Department of Transportation (MDOT) regions and Transportation Service Centers (TSCs) to complete all tasks as the assigned project manager; assisting the pump station template manager (EML 15/TSMO Maintenance Services) to define, initiate, monitor, control the scope of work, the cost, and the schedule for pump station rehabilitation projects in the multi-year program; and providing programmatic and project expert technical advice and consultation to the regions/TSC for the completion of project tasks. This position is the dedicated resource with the skills required for effective contract and project management necessary to achieve department goals. This position also maintains project records, the pump station inventory, and condition assessments. This position will lead the Divisions Community of Learning (COL) efforts by coordinating with Subject Matter Experts (SME's) to deliver live COL educational sessions as well as develop SharePoint resources. Serve as TSMO's resource and project manager on alternative fuel related projects.

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: 50**

Administration of consultant contracts for the performance of pump station projects and related tasks.

Individual tasks related to the duty:

- Develop and administer the preparation of the scope of services, the selection process, and the contract for consultant engineering and inspection services for the performance of pump station condition assessments.
- Prepare evaluations of the consultant's project submittals and overall performance on the project.
- Work with central office work unit, and TSC and region staff to identify resource needs based on conceptual project parameters, and interpreting contract language, as necessary in regard to pump stations.
- Utilize department information systems, including but not limited to JobNet, Phase Initiator (PI), and PlanisWare, to identify resource availability and to document and monitor task assignments.
- Use the Transportation Asset Management System (TAMS) to update pump station attribute data and condition assessments, to evaluate and decide which stations to select for future projects.
- Establish and maintain a prioritized list of needs for the pump station replacement/rehabilitation program.
- Monitor the pump station template/budget (the amount of federal aid transportation funds available) and provide recommendations to TSMO management for any modifications to the program.
- Communicate with statewide and region electricians to ensure scope of work on current and proposed pump station projects is feasible and meets the needs in the field.
- Coordinate the pump station Call for Projects with other templates (example, other groups in similar geographic area) to strive to package projects together where possible.
- Monitor preliminary engineering costs, budgets, and track Early Preliminary Engineering funds.
- Perform quality assurance checks of the design plans at various times during the life of a project.
- Ensure the quality of plans includes adherence to drafting standards, design standards, American Association of State Highway Transportation Officials (AASHTO) standards, Michigan Manual on Uniform Traffic Control Devices (MMUTCD), constructability, etc.
- Review plans in advance of meetings and provide comments for all review meetings. Consistency and alignment between the TSCs, regions, and central office will be strongly promoted through these reviews.
- Attend pre-construction and construction project meetings to advise on the design and overall knowledge of pump station operations.
- Maintain project records and as-built plans for each pump station.

Duty 2

General Summary: **Percentage: 25**

Business Owner for the TSMO's COL. COL encompasses all TSMO areas and process and procedures, including Fleet, Facilities, Maintenance, Operations, Intelligent Transportation Systems, Traffic and Safety.

Individual tasks related to the duty:

- Collaborate with subject matter experts within TSMO to deliver training content including but not limited to procedures, policies and best practices to regions.
- Recommend, create, and maintain TSMO related training manuals, memos, procedures, job aids in various formats such as SharePoint, videos, presentations, etc.
- Collaborate and coordinate in planning the annual TSMO conference.
- Collaborate with the Statewide Maintenance and Operations Alignment Team (SMOAT), Maintenance Superintendent Alignment Team (MSAT), and TSMO Division Leadership Team to provide resource support for sharing procedures, policies, best practices, etc.

Duty 3

General Summary: **Percentage: 20**

TSMO Division resource for the delivery of alternative fuel related projects.

Individual tasks related to the duty:

- Serve a Statewide Project Manager for projects related to alternative fuels assigned to the section such as National Electric Vehicle Infrastructure (NEVI) Formula Program fast charger deployment.
- Represent section and division on statewide and national committees related to deployment of alternative fuels for zero emissions vehicles.
- Manage consultant contracts for the delivery of alternative fuel projects.
- Collaborate with TSMO fleet management in regard to transitioning MDOT fleet to zero emissions vehicles.
- Serve as resource to division on the benefits and risks associated with various alternative fuel deployments.
- Participate on research projects related to alternative fuel deployment and zero emissions vehicles.

Duty 4

General Summary:

Percentage: 5

Perform miscellaneous duties as assigned.

Individual tasks related to the duty:

Other duties as assigned.

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

Decisions that involve the application of standard design practice and procedures. These decisions will affect the design or construction of a project. In addition, decisions will affect project management and the requirements needed to complete projects on time and within budget.

Decisions relative to engineering principles and practices consistent with MDOT, Federal Highway Administration (FHWA), AASHTO and MMUTCD standards and guidelines.

Decisions regarding training content and delivery method for COL sessions.

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

When changes in policy are required.

Changes in previously approved project scope, cost, or schedules.

Conflicts in engineering standards, practices, or legal requirements.

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.

Occasional field work (site reviews) and exposure to high traffic and exposure to the natural elements (walking, climbing, and standing) required.

May require extended periods of time working on a computer.

May require statewide travel to meetings and sites.

May require working outside the normal business hours.

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.

Additional Subordinates

20. This position's responsibilities 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. |

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 the statewide resource responsible for assuring the quality of the pump station program; identifying, acquiring, and coordinating resources with the Michigan Department of Transportation (MDOT) regions and Transportation Service Centers (TSCs) to complete all tasks as the assigned project manager; assisting the pump station template manager (EML 15/TSMO Maintenance Services) to define, initiate, monitor, control the scope of work, the cost, and the schedule for pump station rehabilitation projects in the multi-year program; and providing programmatic and project expert technical advice and consultation to the regions/TSC for the completion of project tasks. This position is the dedicated resource with the skills required for effective contract and project management necessary to achieve department goals. This position also maintains project records, the pump station inventory, and condition assessments. This position will lead the Divisions Community of Learning (COL) efforts by coordinating with Subject Matter Experts (SME's) to deliver live COL educational sessions as well as develop SharePoint resources. Serve as TSMO's resource and project manager on alternative fuel related projects.

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 section is responsible for all programs, procedures, policies, standards, and specifications related to maintenance and operations services. This position is the statewide resource and cost and scheduling engineer for pump station and alternative fuel related projects. Leads the TSMO COL program.

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.

EXPERIENCE:

Transportation Engineering Licensed Specialist 13

Four years of professional experience equivalent to a Transportation Engineer, including two years equivalent to a Transportation Engineer P11 or one year equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12.

Preferred experience in pump station/road/bridge/signal/ITS scoping, design, construction, safety, project management. A combination of several of these is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough understanding of the development, oversight, and coordination of contract administration; project development process and key elements of highway construction projects; highway construction project scoping, design, and construction standards and practices.

Understanding and ability to use department information management systems, including but not limited to JobNet, Planisware, and PI.

Must possess strong, effective organizational team building, facilitation, negotiation, leadership, and communication skills. Thorough knowledge of the principles and practices of Transportation Engineering.

Ability to promote and maintain favorable public relations.

Organize and set priorities; maintain records; prepare reports and correspondence.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver's license.

Possession of a registered professional engineering license as required by the State of Michigan.

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.

ANDREW LIENAU

2/21/2024

Appointing Authority

Date

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

Date