

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
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) MDOT
4. Civil Service Position Code Description Transportation Engineer-E	10. Division
5. Working Title (What the agency calls the position) Engineer Development Program (EDP)	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT	12. Unit
7. Name and Position Code Description of Second Level Supervisor ;	13. Work Location (City and Address)/Hours of Work / Hours may vary at the discretion of management.

14. General Summary of Function/Purpose of Position

This engineering position is a part of the Engineer Development Program. This position rotates throughout various engineering assignments over a 12–24-month period, giving the incumbent hands-on experience in transportation engineering practice. The goal of the program is to assist entry and intermediate level engineers in obtaining a broad knowledge of the internal workings of the Michigan Department of Transportation (MDOT) to help better prepare them for future engineering assignments. The intended result of the program is to have engineers with a wide knowledge of MDOT that will help them to succeed in whatever area they are permanently assigned. The position location may vary from various MDOT Offices or Transportation Service Centers (TSC) depending on current assignment/rotation.

This position requires possession of a valid driver's license to assist with field reviews and/or inspections.

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: 80

This position assists with performing a variety of engineering assignments. This position rotates through various assignments and as such, maintains the same direct supervisor but is provided with mentors and daily supervisors as they progress through the program.

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Individual tasks related to the duty:

- On a rotational basis, learn the functions of project development, design, traffic and safety, maintenance, bridge, utilities and permits, construction, project management, Intelligent Transportation Systems, surveys.
- Read and develop design plans.
- Assist with performing field reviews and/or inspections.
- Coordinate and implement work zone management plans and incident management guidelines.
- Assist with construction projects.
- Assist on survey crew.
- Learn about the properties and testing of concrete, Hot Mix Asphalt (HMA), and other building materials.

Duty 2

General Summary:

Percentage: 10

Participate in technical and non-technical training, meetings, seminars, and conferences to aid in career development and preparation for registration as a Professional Engineer.

Individual tasks related to the duty:

- Actively engage assigned mentor in discussions about career goals, technical interests, and career development needs.
- Participate in technical training provided by MDOT.
- Participate in leadership, professional practice, and other "soft skills" training provided by MDOT and the State of Michigan.
- Develop technical knowledge with the goal to become a Registered Professional Engineer.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- As assigned.

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

Incumbent learns to make independent decisions as they rotate through the different disciplines and become more comfortable with each work area.

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

Daily work assignments are made by the supervisor of record as the person rotates through the different disciplines of engineering.

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.

Typical duties associated with working in an office, the field or active construction setting. Ability to move throughout various terrains as well as work in inclement weather while on the site of active construction projects. Position requires extensive use of a computer. Must be able to transport at least 35 pounds. Position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

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):

- | | |
|------------------------------------|-----------------------------------|
| 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. |

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 engineering position is a part of the Engineer Development Program. This position rotates throughout various engineering assignments over a 12–24-month period, giving the incumbent hands-on experience in transportation engineering practice. The goal of the program is to assist entry and intermediate level engineers in obtaining a broad knowledge of the internal workings of MDOT to help better prepare them for future engineering assignments. The intended result of the program is to have engineers with a wide knowledge of MDOT that will help them to succeed in whatever area they are permanently assigned. The position location may vary from various MDOT Offices or TSC depending on current assignment/rotation.

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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 work area is responsible for statewide transportation infrastructure services including asset management, planning, design, operational and safety analysis, construction, and maintenance. This position provides engineering support to these functions.

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 Engineer 9

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic engineering knowledge and the ability to communicate effectively.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required.

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.

None

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

ASHLEY PARSONS	12/16/2025
_____	_____
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