

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

<b>Position Code</b> 1. DEPTMGR3H62N
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## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Rail
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL MANAGER-3	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Railroad Infrastructure and Asset Management Supervisor	<b>11. Section</b> Railroad Infrastructure and Asset Management
<b>6. Name and Position Code Description of Direct Supervisor</b> DOUD, LAURA K; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> Railroad Infrastructure and Asset Management
<b>7. Name and Position Code Description of Second Level Supervisor</b> ANASTOR, PETER C; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W Ottawa St Lansing / M-F 7:30-4:30pm AWS
<b>14. General Summary of Function/Purpose of Position</b> As a first-line manager of a complex work area, this position coordinates and administers the Michigan Department of Transportation (MDOT) Office of Rail (OOR) business processes for railroad support services with a focus on grant portfolio management, Michigan Line maintenance, real estate activities, asset management, permits, and project assistance for the Railroad Infrastructure and Asset Management Unit. The manager maintains alignment within MDOT, Federal Railroad Administration (FRA) and the Federal Highway Administration (FHWA). The manager is charged with meeting deadlines, meeting MDOT customer needs, resolving complex issues to ensure successful process, project, and program implementation, managing budgets, and ensuring continued operations for delivery of MDOT services and products. This position acts as a manager and is responsible for ensuring the technical and personal development of employees and their commitment to customer services.	

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: 60**

Lead the Infrastructure and Asset Management Unit consisting of grant portfolio management, real estate activities, permit activities, payment processing, asset management and project support activities for the Infrastructure and Asset Management Section.

**Individual tasks related to the duty:**

- Oversee and guide the development of federal grant applications and the management of the associated contracts. Ensure all grant projects meet all FRA requirements.
- Lead Office of Rail's trespassing and encroachment efforts.
- Oversee and guide the Office of Rail's review of license and sales.
- Lead all permitting activities for the Office of Rail.
- Guide the development of an effective permit tracking system and progress dashboard.
- Oversee and guide all activities associated with reviewing, analyzing, approving, and processing high value, politically sensitive and complex reimbursement requests from railroads and contractors.
- Oversee and guide the development and maintenance of an asset management system for the Section.
- Oversee and guide project development support activities.
- Participate in meetings between the MDOT Office of Rail and the Federal Railroad Administration (FRA).

**Duty 2**

**General Summary:**

**Percentage: 20**

Lead Michigan Line administrative and financial activities.

**Individual tasks related to the duty:**

- Oversee the agreements related to the Michigan line, including but not limited to the Freight Exclusive Use Property Maintenance Agreement, Joint Operations Agreement, and Dispatch, Maintenance, Management and Service Outcomes Agreement.
- Oversee development, execution, and closeout of project authorizations for work on the Michigan Line.
- Oversee and guide all activities associated with reviewing, analyzing, approving, and processing complex reimbursement requests from Amtrak and other operating railroads on the Michigan Line.
- Investigate and pursue opportunities to maintain and improve relations between Amtrak and other operating railroads on the Michigan Line.
- Lead and participate in meetings with Amtrak and other operating railroads on the Michigan Line.

**Duty 3**

**General Summary:**

**Percentage: 15**

Perform the necessary functions of a manager.

**Individual tasks related to the duty:**

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance policies/procedures.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.

- Monitor the work of staff and provide leadership in the development and implementation of quality assurance and improvement standards.
- Oversee the area's operating budget and monitor expenditures to ensure compliance as appropriate.

**Duty 4**

**General Summary:**

**Percentage: 5**

Perform other duties as assigned.

**Individual tasks related to the duty:**

- Serve on technical committees.
- Assist with project scoping.
- Represent the Office of Rail at stakeholder meetings.
- Serve as an expert witness.
- 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.**

When decisions are required to assign staff to meet multiple priority deadlines. Interpret MDOT railroad policies and guidelines concerning budgeting issues. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, FRA, Michigan Occupational Safety and Health Administration (MIOSHA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.

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

When existing policy is unclear, or when changes or variances from existing MDOT policy, guidelines, or procedures are needed. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversial matters, or revisions of specification or contractual matters.

**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.**

Moving in and around an office setting, including remaining in a stationary position for long periods of time using a computer. Travel to projects and offices statewide. Traversing uneven terrain, including up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to traffic, including moving in and out of traffic. Traversing under bridges, wading in water as required. 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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
COLE-LEECH, MAGEN R	DEPARTMENTAL SPECIALIST-2 13	CARPENTER, DAX E	DEPARTMENTAL ANALYST-A 12
WILLIAMS, SIERRA	DEPARTMENTAL ANALYST-E P11	GOBOLY, MELISSA A	DEPARTMENTAL TECHNICIAN-E 8

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                                     |                                    |                                     |                                   |
|-------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Complete and sign service ratings. | <input checked="" type="checkbox"/> | Assign work.                      |
| <input checked="" type="checkbox"/> | Provide formal written counseling. | <input checked="" type="checkbox"/> | Approve work.                     |
| <input checked="" type="checkbox"/> | Approve leave requests.            | <input checked="" type="checkbox"/> | Review work.                      |
| <input checked="" type="checkbox"/> | Approve time and attendance.       | <input checked="" type="checkbox"/> | Provide guidance on work methods. |
| <input checked="" type="checkbox"/> | Orally reprimand.                  | <input checked="" type="checkbox"/> | 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?**

As a first-line manager of a complex work area, this position coordinates and administers the Michigan Department of Transportation (MDOT) Office of Rail (OOR) business processes for railroad support services with a focus on grant portfolio management, Michigan Line maintenance, real estate activities, asset management, permits, and project assistance for the Railroad Infrastructure and Asset Management Unit. The manager maintains alignment within MDOT, Federal Railroad Administration (FRA) and the Federal Highway Administration (FHWA). The manager is charged with meeting deadlines, meeting MDOT customer needs, resolving complex issues to ensure successful process, project, and program implementation, managing budgets, and ensuring continued operations for delivery of MDOT services and products. This position acts as a manager and is responsible for ensuring the technical and personal development of employees and their commitment to customer services.

**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 Office of Rail works to ensure that Michigan's rail system meets the economic needs of the state and is safe for the motoring public, rail passengers and railroad employees. Rail also oversees regulatory and program functions related to passenger and freight rail. This position is responsible for overseeing and managing the team that provides federal grant, Michigan Line maintenance, permit, asset management, financial, and project development support expertise.

**26. 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 any major.

**EXPERIENCE:**

**Departmental Manager 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to organize and set priorities for work assignments, and to assign and explain them to subordinates Ability to communicate effectively. Ability to serve as an expert witness. Ability to maintain records, prepare reports and correspondence related to work. Ability to promote and maintain favorable public relations Knowledge of MDOT management systems, processes, and procedures. Knowledge of scientific principles related to transportation.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.***

LOGAN BRISTOL

4/1/2026

\_\_\_\_\_  
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