

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

Position Code 1. DPTLTCHEY54R

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 Development
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Development Services Division
5. Working Title (What the agency calls the position) Permit Agent	11. Section Utility Coordination & Permits Section
6. Name and Position Code Description of Direct Supervisor ROHLOFF, RONALD R; DEPARTMENTAL SUPERVISOR-3	12. Unit Transport Permits Unit
7. Name and Position Code Description of Second Level Supervisor GREENE, SCOTT-GEORGE C; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)
14. General Summary of Function/Purpose of Position Analyze, authorize, or deny oversize/overweight permit applications for the movement of vehicles and/or loads on Michigan federal and state trunklines. Assign special provisions to each movement based on type of load, dimensions, and weight. Interpret federal law, state statutes, and departmental policy in person, by telephone, or in writing. Conduct special studies, prepare reports, review changes in policy or statutes, and make recommendations for implementation.	

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

Analyze, authorize, or deny single trip permit applications for oversize/overweight permits on Michigan's federal and state trunklines that are received electronically. Assign special provisions to each movement based on type of load, dimensions, and weight. Poor judgment in issuance may result in damage to our highway system or our construction project sites, traffic delays, and hazards to the motoring public.

Individual tasks related to the duty:

- Evaluate application for completeness.
- Review object dimensions for divisibility and permitting necessity.
- Review transporting equipment for proper size, licensing, and capability of towing load.
- Evaluate origin, destination, and routes to ensure that no construction projects will hinder movement, route is most direct, and weight can be carried safely over all structures.
- If object is over legal axle limits, the type of transporting equipment is evaluated, tire and axle loadings, number and size of tires and axle spacings, and overall length is examined. These determinations are made by using the Table of Bridges with Restricted Load Limits Map/Chart, MDOT Overloads Permissible on Bridges, Axle Loadings in Relation to Tire Sizes, as well as mathematical calculations needed to adjust for vehicle gauge, ensure axle weights, empty vehicle weights, and loads are all accurate.
- Assign special provisions to each load according to the type of load, size, route traveled, and overall weight. Examples include escorts, flags, signs, time of day, vehicles flashing lights, etc.
- If permit is disapproved, application is returned to customer for correction or clarification; if approved, an issued permit is generated through the MiTRIP computer software.

Duty 2

General Summary:

Percentage: 20

Analyze, authorize, or deny annual oversize/overweight permit applications for the movement of vehicles and/or loads on Michigan federal and state trunklines.

Individual tasks related to the duty:

- Evaluate application for completeness and proper licensing.
- Review dimensions and type of load to ensure application is on the proper form, on legal size equipment, and within the allowable parameters for size and weight.
- Calculate weights based on allowable overload (e.g., gross weight for raw forest products) per axle and tire pressure limits, etc.
- Return incorrect permits to applicants for correction, completion, or denial.
- Approve valid permits and assign an expiration date according to vehicle license.

Duty 3

General Summary:

Percentage: 15

Communicate by telephone, in writing, or in person, federal and state statutes as they apply to oversize/overweight movement.

Individual tasks related to the duty:

- Communicate with the Motor Carrier Division of the Michigan State Police, legislators, department personnel, and the general public to interpret laws, answer questions, and assist with transportation issues on a daily basis (several calls per hour).
- Explain departmental policy and questions on the transport permit process.
- Attend meetings as requested to support management with technical information.
- Answer fundamental technical questions regarding overweight and oversize loads.

Duty 4

General Summary:

Percentage: 5

Perform administrative duties as requested.

Individual tasks related to the duty:

- Coordinate construction restriction bulletins with project engineers or other MDOT offices.
- Update account data in the computer.
- Coordinate the imposing and lifting of spring weight restrictions.

- Assist in the preparation of Table of Bridges with Restricted Load Limits or Truck Operator's Map.
- Conduct special studies on type and frequency of permits issued.
- Collaborate in developing procedures and procedural manuals.
- As experience gained, assist in training any new employees.
- Assist other areas of section as necessary.

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

The issuance of oversize/overweight transport permits, if incorrectly approved, has the potential to damage the highway system physically and possibly create an unsafe condition for other highway users. The denial of a permit application causes the applicant increased costs in transporting their load in order to be in compliance. The decision of this agent to approve or deny is the department's position on the permit application. Permit applicants and their businesses are affected because they depend on transporting on Michigan's highways.

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

Issues relating to policies and procedures.

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.

Demands quick response due to time schedules of the trucking industry, necessitates the need for permits to be returned to applicants within four hours after applications are received. The demand for good judgment, impartial processing, and accuracy of information within a short time frame requires the agent to be available at their workstation during all working hours. 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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|---------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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?

Analyze, authorize, or deny oversize/overweight permit applications for the movement of vehicles and/or loads on Michigan federal and state trunklines. Assign special provisions to each movement based on type of load, dimensions, and weight. Interpret federal law, state statutes, and departmental policy in person, by telephone, or in writing. Conduct special studies, prepare reports, review changes in policy or statutes, and make recommendations for implementation.

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?

Provide a permit process for allowing the movement of overweight/oversize vehicles or loads over Michigan and federal trunklines. This unit is responsible for the development, administration, and implementation of procedures and standards for issuing permits for such loads. The unit also assists the department's management in the development of policy and legislation relating to the trucking industry in general. Coordination on behalf of the department with the Michigan State Police, Motor Carrier Division, concerning the enforcement of the Michigan Motor Vehicle Code is also a function of this unit. This position is responsible for directly carrying out these functions as a part of the unit's daily workload.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Communicate effectively and apply effective public relations techniques.
- Read city and state maps.
- Perform general mathematical computations.
- Utilize Microsoft Office products.
- Learn applicable portions of the Michigan Vehicle and Federal Codes.

Knowledge of:

- Computers.
- The U.S. code and Michigan Vehicle Code.
- Technical language related to truck design and measurements.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

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