Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: ENGLMGR3A76N

Civil Service Class and Level: ENGINEER MANAGER LICENSED-3

Working Title (What the agency calls the position): ENGINEER MANAGER LICENSED-3

Name and Position Code Description of Direct Supervisor: SORENSEN, SAMUEL; ENGINEER MANAGER LICENSED-4

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: UNIVERSITY REGION

Work Location/Hours of Work: 4701 W MICHIGAN AVE; JACKSON, MI 49201 / Mon-Fri, 7:30 am - 4:30 pm (hours may vary)

General Summary of Function/Purpose of Position: This position functions as a first-line professional manager of professional positions in a complex work area. This position is responsible for coordinating and administering the Region business processes for preliminary (design) engineering, with a focus on the production of road design plans, specifications, and estimates; performing quality assurance activities; and assisting in public involvement. The manager is to maintain alignment within the Region and with other Regions, Lansing Central Office, and the Federal Highway Administration (FHWA).
The manager is responsible for meeting deadlines; meeting the Michigan Department of Transportation (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 responsibility includes leading the Region design business team, leading innovative contract delivery methods, and participating as a member of statewide design teams.
This position acts as a manager and is responsible to ensure the technical and personal development of employees and their commitment to customer services.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 55**

Perform as the manager responsible for the development of road construction design documents. Monitor delivery of the program, provide leadership and expertise to solve complex issues, and implement improved processes. Ensure alignment with Region and statewide policies and guidelines.

·Supervise and be responsible for the preparation of design plans, specifications, and estimates for various road design construction projects, including rights-of-way plans, in accordance with the project budget and schedule.
· Monitor the design unit's performance, and that of other resource areas, and make necessary adjustments to ensure quality and production commitments are met and schedule networks are accurate.
· Establish and implement effective and efficient quality control plan for all work performed in the unit.
· Facilitate and participate in plan reviews.
· Facilitate innovative design techniques including contract delivery methods.
· Coordinate project development with other work areas as well as governmental and private agencies, railroads, and utilities.
· Develop agreements with governmental and private agencies, railroads, and utilities.
· Participate in pre-letting briefings and preconstruction meetings.
· Serve as advisor on revisions to construction plans after contract has been awarded.
· Participate in post-construction critiques with construction staff and contractors.
· Work with the designated Transportation Service Center (TSC) staff to determine project assignments, budgets, schedules, and available resources.
· Prepare cost estimates for programming funds in preparation of special engineering studies.

· Serve as the single point of contact for road design (capacity, standards, procedures, plan preparation, etc.) in the Region.
· Serve on statewide alignment teams, including the Statewide Design Alignment Team (SDAT) and make recommendations in regard to design policy and procedures.
· Measure performance and make systematic and continuous improvements as needed and report on the same

Duty 2 **Percentage: 25**

Perform the necessary functions of a supervisor.

• Review and ensure staff compliance with certificates/licenses of subordinate positions.
• Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state. Provide leadership in the development and implementation of quality assurance and improvement standards.
• 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 with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
• Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions (e.g., full-time staff, interns, engineers in the Engineer Development Program, etc.), recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
• 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.
• Oversee the area's operating budget and monitor expenditures to ensure compliance as appropriate.
• Work with other Region managers in the development and implementation of the technical workforce development plan for the Region.

Duty 3 **Percentage: 10**

Perform as manager for quality assurance of all Region design projects.

· Review plans for Region projects designed by others and participate in significant milestone review meetings.
· Coordinate region unit bridge approach work with the bridge designers.
· Coordinate region unit design work with Rest Area and Welcome Center designers.
· Lead the quality assurance process for projects within the Region design unit.
· Coordinate with designated TSC Engineers to assure final quality of the completed design package.
· Recommend changes to Region policies and procedures aimed at improving our business better, faster, cheaper, safer, and smarter.
· Measure performance and make systematic and continuous improvements as needed and report on the same.

Duty 4 **Percentage: 5**

Perform as the manager responsible for resolving complicated design issues, interfacing with complex Early Preliminary Engineering (EPE) phase work (Environmental Impact Statement (EIS) and Environmental Assessment (EA) actions), and related public and community involvement and stakeholder engagement.

· Perform design work required during a project's EPE phase and seek solutions to environmental clearance challenges.
· Comply with the environmental clearance expectations within design plan development.
· Prepare cost estimates.
· Assist TSCs in moderating or participating in public, community, and stakeholder meetings.
· Engage stakeholders.
· Identify and resolve problems and improve processes and procedures

Duty 5 **Percentage: 5**

Perform other duties, as assigned.

· Serve on technical committees.
· Assist with project scoping.
· Represent the Region at stakeholders' meetings.
· Serve as an expert witness

· Other duties as assigned

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

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.

Physical effort used to perform this job and environmental conditions of this position: Office setting, including operating a computer for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including ascending up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to traffic, including moving in and out of traffic. Climbing under bridges, wading in water as required. Position may require availability outside normal working hours based on operational needs.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position:
This position functions as a first-line professional manager of professional positions in a complex work area. This position is responsible for coordinating and administering the Region business processes for preliminary (design) engineering, with a focus on the production of road design plans, specifications, and estimates; performing quality assurance activities; and assisting in public involvement. The manager is to maintain alignment within the Region and with other Regions, Lansing Central Office, and the Federal Highway Administration (FHWA).

The manager is responsible for meeting deadlines; meeting the Michigan Department of Transportation (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 responsibility includes leading the Region design business team, leading innovative contract delivery methods, and participating as a member of statewide design teams.

This position acts as a manager and is responsible to ensure the technical and personal development of employees and their commitment to customer services.

Function of the work area: The Design Unit is responsible for the design of significant Region Road projects and coordination and quality assurance of all Region projects. This position manages the work unit.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Possession of a bachelor of science degree in engineering.

EXPERIENCE:

Engineer Manager-Licensed 14
Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11; two years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; or, one year equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to:
· Organize and set priorities for work assignments and assign and explain them to subordinates.
· Communicate effectively.
· Serve as an expert witness.
· Maintain records and prepare reports and correspondence related to work.
· Promote and maintain favorable public relations.
Knowledge of:
· MDOT management systems, processes, and procedures.
· Microstation Open Roads Designer software is highly desirable.
· Engineering principles.
· Scientific principles related to transportation.
· Mathematics used in engineering work.

CERTIFICATES, LICENSES, REGISTRATIONS:
Possession of a registered professional engineering license as required by the State of Michigan and must maintain throughout employment in the position.

Possession of a valid driver's license is preferred.