

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

Position Code	
1.	ENGLMGR3A06N (Bridge Design Unit #5)
2.	ENGLMGR3A26N (Bridge Design Unit #3)

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) Bridges and Structures
4. Civil Service Position Code Description ENGINEER MANAGER LICENSED-3	10. Division Structure Project Division
5. Working Title (What the agency calls the position) Bridge Design Unit Leader	11. Section Structure Design Section
6. Name and Position Code Description of Direct Supervisor VACANT; ENGINEER MANAGER LICENSED-4; WAGNER, BRADLEY; STATE DIVISION ADMINISTRATOR (INTERIM)	12. Unit Bridge Design Unit #3 OR Bridge Design Unit #5
7. Name and Position Code Description of Second Level Supervisor WAGNER, BRADLEY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St., Lansing MI 48933 / 7:30-4:30 (or as approved by supervisor)

14. General Summary of Function/Purpose of Position

This position functions as a first-line professional manager of professional positions in a complex work area and is responsible for the supervision, administration, and professional development of a bridge design unit comprised of engineers and technicians. The Bridge Design Unit Leader is responsible for quality assurance/quality control, design and preparation of contract plans and specifications for highway bridges, railroad bridges, pedestrian bridges, retaining walls, and other related structures. This position also completes tasks in support of Section, Bureau, and the Michigan Department of Transportation (MDOT) objectives as assigned. Registration as Professional Engineer is required for this position.

This position requires possession of a valid driver's license to perform field reviews of project sites.

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: 35

Perform unit supervision.

Individual tasks related to the duty:

- Delegate work assignments and coordinate the workload within the unit. Determine which projects are to be delegated to consultant coordinator for consultant design. Hold regular unit meetings to discuss progress of projects. Maintain level of supervision on projects commensurate with the complexity and risk of each project as well as experience of project staff.
- 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.
- Serve as Project Manager for in-house projects, overseeing and coordinating both the bridge and road portions of the plans and specifications for projects.
- Oversee consultant coordinator activities for consultant designed projects.
- Maintain a log that includes current status, staff assignments, and critical milestone dates for all unit projects. Maintain critical path network for all projects and assures that all tasks are kept up to date. Communicate any project concerns with the Chief Structure Design Engineer as necessary.
- Answer questions that arise concerning design, detailing, or interpretation of standard specifications. Serve as final design authority for unit and make decisions when problems arise. Consult with the Chief Structure Design Engineer when policy decisions are necessary. Ensure that pertinent office policies and department regulations are followed.
- Coordinate with Regions and Transportation Service Center's (TSCs) as well as various support units within and outside the Bureau of Bridges and Structures to assure satisfactory completion of all phases of bridge projects. Provide staff with all information necessary to ensure smooth workflow during the unit leader's absence.
- Actively participate in Bridge Design Unit Leader meeting discussions and ensure that all pertinent information is relayed to unit staff.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- 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.
- Mentor staff and facilitate knowledge management within the design unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- 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 and ensure staff compliance with certifications/licenses of subordinate positions.

Duty 2

General Summary:

Percentage: 30

Perform project management for In-House Designed Projects.

This duty requires possession of a valid driver's license to perform field reviews of project sites.

Individual tasks related to the duty:

- Serve as the bridge authority on projects by protecting against excessive and unnecessary costs to assigned projects, with due concern for safety and convenience to the public as a major goal.
- Perform a field review of each project site and verify that proposed scope of work correlates to observed structure conditions and project needs. Coordinate any scope revisions with region bridge personnel.
- Review unit's bridge studies for sound engineering judgment, feasibility, economy, environmental impact, safety, aesthetics, constructability, and conformance with MDOT, American Association of State Highway and Transportation Officials (AASHTO), and other applicable standards. Obtain the Chief Structure Design Engineer's approval for all bridge studies. Discuss design concept with the division bridge engineer of the Federal Highway Administration (FHWA) and obtain FHWA approval of bridge studies for federal oversight projects.
- Initiate the preparation of agreements with participating cities, counties, railroads, and consultants.

- Ensure that all projects include proper documentation in ProjectWise including, but not limited to, design calculations, correspondence, quality control activities, permits, and agreements.
- Develop and enforce quality control procedures for unit in accordance with section guidance document.
- Perform quality assurance reviews of contract plans and quantities, supplemental specifications and special provisions continuously throughout projects and complete final reviews prior to submittal to quality assurance section.
- Initiate the preparation of applications for permits from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Michigan Department of Natural Resources (MDNR), Corps of Engineers, and United States Coast Guard (USCG). Contact private industry, other governmental agencies and divisions as required, such as cities, railroads, counties, consultants, etc.
- Maintain liaison with Region and TSC during the life of each project. Provide design expertise to investigate and resolve problems arising during construction. Facilitate reviews of shop drawings and pay weights for conformance with plans and MDOT standards.

Duty 3

General Summary:

Percentage: 25

Participate in training and promote staff professional development.

Individual tasks related to the duty:

- Identify needs for training and encourage staff to attend classes to develop technical, professional, and interpersonal skills as necessary. Share global training needs with the Chief Structure Design Engineer when appropriate.
- Research and stay up to date with current specifications, modern design procedures, and erection techniques for bridges. Inform staff of any changes and encourage exploration of new technology.
- Arrange opportunities for unit staff to visit active construction projects to gain a more complete understanding of how bridge projects are built and to identify constructability issues that should be addressed as part of future designs.
- Engage TSC construction staff to understand lessons learned from completed construction projects and encourage unit staff to do the same.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Represent the Structure Design Section in meetings and initiatives as assigned.
- Participate in and manage structure related research projects.
- Participate in and/or lead initiatives in support of Section, Bureau, and MDOT objectives.
- Represent MDOT at local and national peer exchanges, conferences, and other related activities.
- 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.

Determination of procedures and methods used to design and prepare contract plans and specifications for highway bridges, railroad bridges, pedestrian bridges, retaining walls, and other related structures. Decisions on interpretation or application of regulatory language and codes that do not jeopardize MDOT compliance. Decisions on procedural and training recommendations and the use of new or experimental technologies for analysis, evaluation, and reporting.

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

Where engineering decisions may conflict with past practice or where there are two or more viable solutions to a problem. Decisions affecting or not otherwise covered by department policy.

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.

Work involves normal physical effort to work in an office as well as perform field reviews of proposed or active road/bridge construction projects which requires possession of a valid driver's license; exposure to dirt, fumes, heavy and high-speed traffic, or adverse weather conditions; transporting heavy or bulky loads; heavy workloads working with specific deadlines; and availability outside normal working hours based on operational needs. Must be able to communicate effectively.

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>
VACANT	TRANSPORTATION ENGINEER-A	VACANT	TRANSPORTATION ENGINEER-E
MCDOWELL, AARON	TRANSPORTATION ENGINEER-E P11	AL-ZU'BI, YAZAN	TRANSPORTATION ENGINEER-E P11
BEATTY, MATTHEW G	TRANSPORTATION ENG LIC SPL 2 13	VACANT	TRANSPORTATION AIDE-E
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?

This position functions as a first-line professional manager of professional positions in a complex work area and is responsible for the supervision, administration, and professional development of a bridge design unit comprised of engineers and technicians. The Bridge Design Unit Leader is responsible for quality assurance/quality control, design and preparation of contract plans and specifications for highway bridges, railroad bridges, pedestrian bridges, retaining walls, and other related structures. This position also completes tasks in support of Section, Bureau, and MDOT objectives as assigned. Registration as Professional Engineer is required for this position.

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?

A Bridge Design Unit designs and prepares detail plans and specifications for construction of new or rehabilitation of existing highway, railroad, and pedestrian bridges, retaining walls, and other major highway structures. This position supervises and oversees the work done by the unit.

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.

Possession of a Bachelor of Science degree in civil engineering is preferred.

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:

- Think clearly under stressful conditions.
- Supervise and evaluate employees.
- Communicate effectively.

Knowledge of:

- Bridge engineering design and related drafting practices.
- Training and supervisory techniques.

**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 valid driver's license is required and must maintain throughout employment in the position.

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

6/18/2026

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