

Position Code
1. ENGLMGR3A17N

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

This position description serves as the official classification document of record for this position. Please complete this form 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
Vacant	Transportation
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Highways
4.Civil Service Position Code Description	10.Division
Engineer Manager Licensed 14	Construction
5.Working Title (What the agency calls the position)	11.Section
Traverse City Transportation Service Center (TSC) Construction Engineer	North Region
6.Name and Position Code Description of Direct Supervisor	12.Unit
Dan Wagner, SAM 15	Traverse City TSC
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Scott D.Thayer, SPE 18	2084 US-31 South, Ste B, Traverse City, MI 49685 7:00-3:30, Mon-Fri - Hours may vary

14. General Summary of Function/Purpose of Position

As Construction Engineer under general supervision, supervise highway and bridge construction and allied activities of contractors within the TSC area; perform pre-construction plan review and recommend changes; conduct pre-construction meetings with contractors; develop construction progress schedules; review maintaining traffic plans; supervise a field crew of engineers, technicians, and inspectors in staking, inspecting and documenting contractual work; coordinate these activities with utilities, other governmental units and other departmental divisions; approve federal-aid local government projects. Responsible for the selection of consultants for construction engineering in the TSC.

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 of Duty 1 % of Time 50

Manage and supervise the delivery of all aspects of the TSC area construction program. Engineer of record for MDOT construction projects.

Individual tasks related to the duty.

- Conduct pre-construction meetings to discuss construction scheduling, methods of construction.
- Prepare and sign work orders, contract modifications, and associated documentation for construction projects. Compose written correspondence to contractors and respond to audit inquiries.
- Approve extra work, adjustments to the contract, changes to the plans and schedules, and changes in work items.
- Ensure that the contractor complies with applicable Prevailing Wage, Disadvantaged Business Enterprise (DBE), and Equal Employment Opportunity (EEO) requirements.
- Ensure that project inspection, testing and documentation is in compliance with Federal Highway Administration (FHWA) requirements to maintain funding participation.
- Ensure that interim and final pay estimates are made to contractors in a timely manner.
- Conduct pre-bid and/or progress meetings, as required, and develop a partner relationship with contractors, subcontractors, utility companies, local agencies, and other interested parties.
- Conduct Step 1 claim meetings; provide required information, and participate in Region/Central Office Reviews.
- Perform and document post-construction reviews and as-constructed vs. as bid plans and costs.
- Participate in meetings with the general public, businesses and residents concerning upcoming construction projects as appropriate.
- Oversee vendors providing technical, clerical and engineering services for the TSC. Monitor and approve budgets and billings associated with these services.

Duty 2

General Summary of Duty 2 % of Time 20

Manage, coordinate, assign, and train staff.

Individual tasks related to the duty.

- Assign staff to successfully complete inspection, survey and administrative requirements of construction projects.
- Ensure proper labor relations and conditions of employment are maintained.
- Determine the most effective means for staffing projects, considering a balance of MDOT staff and contract services.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Perform annual performance evaluations and planning for career development.
- Identify staff development and training needs and ensure that training is obtained as needed.
- Meet with staff as needed to ensure department goals and objective are understood, and necessary information is communicated as appropriate.
- Ensure that employees have appropriate safety training and adhere to MDOT's safety policy.
- Participate in hiring of staff.

Duty 3

General Summary of Duty 3

% of Time 15

Provide direction and oversight to local agencies for federally funded local agency construction projects within the TSC area.

Individual tasks related to the duty.

- Act as liaison between MDOT, local units of government, and FHWA in the implementation of federally funded local agency construction projects.
- Ensure local agency federally funded projects are done in accordance with applicable state and federal guidelines and specifications.
- Approve extra work, adjustments to the contract, changes to the plans and schedules, and changes in work items.
- Attend meetings with local agencies, contractors, and others during the plan development stage and during the construction phase as appropriate.
- Conduct Step 2 claim meetings.
- Act as technical advisor for complex issues and problems.

Duty 4

General Summary of Duty 4

% of Time 10

Assist the Development Engineer in developing the transportation program for the TSC area.

Individual tasks related to the duty.

- Work with Region, Lansing and other TSC staff in developing transportation projects to meet department goals and strategies.
- Advise the Call for Projects process to identify future projects that are compatible with condition and operational goals.
- Participate in scoping meetings for future road and bridge projects within the TSC area.
- Participate in the development of construction plan specifications by attending interim plan review meetings, reviewing plans for accuracy and content, and providing information as necessary.
- Participate in work zone mobility and constructibility reviews and analysis for projects.
- Participate in Traffic Maintenance Plan (TMP) development and peer reviews.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned, which may include, but are not limited to :

Individual tasks related to the duty.

- Represent the TSC Manager and/or the department at various meetings.
- Serve on teams and committees as a technical expert.
- Build positive relationships between MDOT and external stake holders, including local communities, contractors, and the consultant industry.
- Assist other TSC's with similar project related duties by providing available resources, as appropriate.
- Provide technical assistance to the maintenance coordinator and operations staff, as appropriate.

Duty 6

General Summary of Duty 6

% of Time

Individual tasks related to the duty.

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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 policies and guidelines concerning budgeting issues.
 Pro-actively work with external customers to meet their most important needs.

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

When a decision is required from an executive level, personnel matters, assistance in mitigating controversies, and when existing policy is unclear.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Outdoor work in all types of weather; work around dirt, concrete, bituminous materials; work around traffic, construction structures and excavations, construction equipment. Lifting up to 20 pounds. Some exposure to hazardous materials. Some irregular hours to meet contractor schedules. Pressure to meet deadlines. Greater awareness required to manage multiple projects, employee and public relations. Subject to reassignment when geographic center of work changes. Field reviews of proposed or active road/bridge construction projects requires walking/climbing over irregular terrain.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
TRNTCHSSA35R	TT 12	TRNCADEEB03R	Two Summer Interns
TRNSTCHAA11R	TE 9/10/P11		
TRNSTCHEA12R	Three - TT 10's		
TRAENGAA57R	TE 12		
TRBSTCHAC81R	TT 11		

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 Construction Engineer under general supervision, supervise highway and bridge construction projects within the TSC area, supervise a field crew of engineers, technicians and inspectors in staking, inspecting and documenting contractual work, and coordinate these activities with utilities, other governmental units and other departmental divisions.

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?

Supervise multiple contracts for the construction of roads, bridges, utilities (sewer, water, electrical) and allied activities in an area of the state.

The TSC provides oversight, construction, operation, and maintenance of all state highways. This includes developing road and bridge projects, coordinating construction projects and developing staging and maintaining traffic plans, as well as oversight of Local Agency projects. This position serves as construction Engineer/Manager for the TSC.

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:

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 speak and write effectively. Ability to work as a team member in a total quality environment. Ability to make presentations before groups. Ability to meet and deal effectively with others. Ability to work independently in carrying out assignments. Knowledge of construction engineering principles and ability to communicate them to others. Knowledge of EEO.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registered Professional Engineer - State of Michigan.
Valid Drivers License.
Acquire and maintain within 1 year of appointment to the position, Michigan Department of Environment, Great Lakes, and Energy (EGLE) Soil Erosion and Sedimentation Control (SESC) Certificate of Training.
Acquire and maintain MDOT Construction Engineer Record Certification (necessary for submission of contract final estimates).

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.