

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

Position Code 1. ENGLMGR3A33N

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 ENGINEER MANAGER LICENSED-3	10. Division Design Division
5. Working Title (What the agency calls the position) Plan and Field Review Supervisor	11. Section Quality Assurance Section
6. Name and Position Code Description of Direct Supervisor SHULICK, MARK A; ENGINEER MANAGER LICENSED-4	12. Unit Design Plan and Field Review Unit
7. Name and Position Code Description of Second Level Supervisor SCHUSTER, KRISTIN A; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F 7:30a.m. - 4:30p.m. (Hours and days may vary)

14. General Summary of Function/Purpose of Position

This position functions as a first-line manager of a complex work area and is responsible for supervising the Design Plan and Field Review Unit which is responsible for office and field reviews of design plans and specifications for all trunkline road and bridge projects at the Base Plan/Preliminary Right of Way, Plan Review/Final Right of Way, and Final Project Coordination milestones. This ensures conformance with Michigan Department of Transportation (MDOT) standards, specifications, guidelines, and policies and provides the Contractors with the highest quality package when bidding on MDOT construction projects.

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

Manage and coordinate the activities of the Design Plan and Field Review Unit.

Individual tasks related to the duty:

- Manage, develop, monitor, train, and cross train staff.
- 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.
- Delegate work assignments, set priorities, and direct work.
- Direct and participate in design process and product improvements.
- 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.
- 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.
- 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.
- Establish regular methods of communication with the unit to convey key information from management and receive feedback from staff on issues affecting their work.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- 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.
- Initiate and prepare correspondence relating to the function and purpose of the unit.
- Make recommendations for design and specification changes where problems have occurred.
- Create and implement a process for monitoring and documenting the validity of licensures and certifications required by the position description of direct reports.

Duty 2

General Summary:

Percentage: 30

Supervise the review processes for trunkline projects at the Base Plan, Plan Review, and Final Project Coordination milestones.

Individual tasks related to the duty:

- Supervise staff performing quality assurance reviews of plan and proposal documents submitted for trunkline projects at the Base Plan, Plan Review, and Final Project Coordination milestones.
- Monitor reviewer assignments to ensure workload balance and coverage.
- Provide leadership and expertise to solve issues and implement improved processes.
- Provide guidance to reviewers when review recommendations require higher level resolution.

Duty 3

General Summary:

Percentage: 10

Other miscellaneous duties assigned by the supervisor.

Individual tasks related to the duty:

- Engage regularly with the Engineering Support Section for clarity on MDOT's progress with innovative digital delivery methods.
- Update staff as needed on Department initiatives.
- Participate in post-construction critiques with construction staff and contractors.
- Maintain and/or encourage a continuing employee betterment program.
- Routinely reviews status of assigned projects and coordinates the activities of the design unit, other units/sections, and other divisions to maintain the letting schedule.
- Keep desk manuals up to date with the most current business processes and procedures.
- Train new Engineers.
- 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.

Assignment of work to subordinates consistent with their duties and abilities. Interpret MDOT policies and guidelines concerning design issues. Decisions relative to engineering principles and practices consistent with MDOT, Federal Highway Administration (FHWA), and The American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines. These decisions affect MDOT's construction program, and impacts operations efficiency of capital assets, direct reports, and unit operations.

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

Decisions impacting the operations of other disciplines outside of the Design Plan and Field Review Unit. Decisions with significant political or financial impact. Decisions with substantial impact to the operations of other divisions or bureaus. Decisions that may impose major impact on the Division/Department budgets. Decisions where MDOT policy is unclear, needs clarification, or cannot be followed.

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 typically done in an office environment. Extensive use of a computer. Requires the ability to handle a heavy workload with specific deadlines. Job may involve travel with possible overnight stays to field locations. 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>
SHKARA, AHMED R	TRANSPORTATION ENGINEER-E P11	ALTAMEEMI, SUADAD G	TRANSPORTATION ENGINEER-E P11
FETTES, NATHAN D	TRANSPORTATION ENG LIC SPL 2 13	ANDERSON, CARL	TRANSPORTATION ENG LIC SPL 2 13
KRUS, CHRISTOPHER S	TRANSPORTATION ENG LIC SPL 2 13	TODOROVA, RADKA	TRANSPORTATION ENG LIC SPL 2 13
MAHON, MICHAEL P	TRANSPORTATION ENG LIC SPL 2 13		

Additional Subordinates

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

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 manager of a complex work area and is responsible for supervising the Design Plan and Field Review Unit which is responsible for office and field reviews of design plans and specifications for all trunkline road and bridge projects at the Base Plan/Preliminary Right of Way, Plan Review/Final Right of Way, and Final Project Coordination milestones. This ensures conformance with MDOT standards, specifications, guidelines, and policies and provides the Contractors with the highest quality package when bidding on MDOT construction projects.

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 function of the unit is to perform office and field reviews of design plans and specifications for all trunkline road and bridge projects at various stages of the design process to ensure conformance with MDOT standards, specifications, directives, policies, etc., to provide the contractor with the highest quality package when bidding on MDOT construction projects. This position is responsible for managing the staff and field reviews of design plans and specifications for all trunkline road and bridge projects.

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:

Knowledge of:

- The principles and practices of transportation engineering.
- Engineering design and related drafting practices.
- Training and supervisory techniques.
- Equal employment opportunity policies and procedures.
- Employee policies and procedures.

Ability to:

- Conduct review meetings.
- Read, interpret and prepare engineering plans, specifications, and technical reports.
- Organize, evaluate, and present information effectively.
- Communicate effectively with others.
- Promote and maintain favorable public relations.

**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.

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.

ASHLEY PARSONS

7/21/2026

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