

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) Unit Manager	11. Section Design Production Section
6. Name and Position Code Description of Direct Supervisor MILLER, NATHAN J; STATE ADMINISTRATIVE MANAGER-1	12. Unit Road and Municipal Utility Design Unit
7. Name and Position Code Description of Second Level Supervisor GREEN, ARTHUR J; STATE DIVISION ADMINISTRATOR	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

As a Leader in the Design Division, supervise and direct the Road and Municipal Utility Design Unit which furnishes construction plans and contract documents for transportation projects with a special emphasis on municipal utility design, rest area water supply design, rest area sanitary disposal design, roadway design, and freeway lighting design. This area supports projects and Regional Offices statewide, offering a wide range of experience and interaction with other MDOT and community leaders.

As the Road and Municipal Utility Design Unit manager, this position is charged with meeting production deadlines; meeting MDOT customer needs; troubleshooting engineering design constraints to ensure efficient and accurate business practices/processes, project, and program implementation; managing budgets; and ensuring continued operations for delivery of MDOT services and products. This responsibility includes participating as a member of statewide design teams and committees.

This position is a manager and is responsible for monitoring/managing project budgets and deadlines, directing team operations, and ensuring the technical and personal development of employees and their commitment to customer service.

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

Lead and supervise the Municipal Utilities and Statewide Road Design Unit.

Individual tasks related to the duty:

- Plans, organizes, and manages the development and preparation of water main, sanitary sewer, and roadway and lighting construction plans, specifications, and estimates; makes decisions relative to design of projects; makes recommendations relative to formulating statewide design policy; and coordinates projects with department Regions, divisions, and other local and federal governmental agencies.
- Manages the preparation of cost estimates for projects requested by other regions, sections, divisions, and the Federal Highway Administration (FHWA).
- Manages the preparation of engineering cost estimates for the purpose of programming funds for program and transportation projects.
- Manages the preparation of requests for construction permits from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and other public agencies.
- Manages the preparation of design changes and revisions to construction plans after the contract has been awarded or prepares contract proposal addenda, when required.
- Manages the compilation of data necessary for the preparation of agreements with cities, counties, railroads, utilities, other states, and other state agencies.
- Monitors the unit's performance and make necessary adjustments to ensure quality and production commitments are met.
- Ensures Planisware project networks are accurate and current for projects being designed by the Region Design Units.
- Oversees and monitors the unit's expenditures and costs to ensure compliance with phase and project budgets.

Duty 2

General Summary:

Percentage: 35

Lead engineering support and production for statewide assignments.

Individual tasks related to the duty:

- Reviews or delegates the review of water main, sanitary sewer, roadway or lighting projects proposed by private entities and other governmental agencies relative to departmental interests and directs the coordination of such projects with those proposed by the department.
- Provides leadership and expertise to solve complex issues and implement improved processes.
- Leads and participates as a design representative at public meetings and hearings that involve city councils, stakeholder meetings, county commissions, and township boards.
- Responds to inquiries relative to assigned projects made by the public, the news media, and governmental and private agencies.
- Meets and represents the Department with representatives of governmental agencies and individuals in response to inquiries.
- Participates in preconstruction meetings to explain features of design to contractors and maintains contact with the project engineer during the construction phase.
- Recommends and incorporates the application of experimental and new techniques into the design plans. This includes researching the subject matter, determining applicability, writing required special provisions, and evaluating the finished project.
- As a statewide resource, reviews consultant water main, sanitary sewer, and rest area plans for conformance with MDOT standards and processes.
- As a statewide resource, reviews Special Provisions related to water main, sanitary sewer, roadway, roadway lighting, and rest area systems.
- Coordinates and provides guidance and expertise to operations personnel related to water main, sanitary sewer, roadway lighting, roadway, and rest area systems.
- As a statewide resource, reviews construction permit submittals related to municipal water main and sanitary sewer plans for their effect on trunklines.
- Makes recommendations regarding statewide design policy and makes final decision pertaining to design of specific projects.

- Reviews construction permit submittals related to design plans for adjacent private development desiring to do work within the highway right-of-way including landscaping, sound and visual barriers, turf establishment, cell tower placement, electric vehicle charging stations, etc.
- Coordinates and provides technical assistance to staff, as needed, reviewing and providing comments for MDOT Mega Projects.
- Coordinates and engages regularly with the Engineering Support Section for clarity on MDOT's statewide progress with 3D modeling and other innovative digital delivery methods. Updates staff as needed on these initiatives.
- Leads, establishes, and implements an effective and efficient quality control plan for all work performed in the unit.
- Facilitates and participates in various plan milestone reviews.
- Coordinates and assists in developing agreements with governmental and private agencies, railroads, and utilities.
- Leads and advises on revisions to construction plans after the construction contract has been awarded.
- Participates in post-construction critiques with construction staff and contractors.

Duty 3

General Summary:

Percentage: 20

Administrative management.

Individual tasks related to the duty:

- Prepares and/or signs routine correspondence originating within the section. Prepares correspondence involving complex issues and/or managerial decisions and letters to agencies outside the department.
- As a leader in the Design Division, participates on committees to study specific design procedures, regulations, and/or guidelines to make recommendations to the division.
- Periodically reviews and/or recommends revisions to the status of projects relative to programmed funds, limits, and scope of scheduled dates for accuracy and compatibility with changing events that occur during the design phase.
- Routinely reviews status of assigned projects and coordinates the activities of the design unit, other units/sections, and other divisions to maintain production and letting schedule.
- Reviews engineering reports and environmental impact statements for projects assigned to the section for compliance with current departmental, engineering, and environmental regulations, procedures, and specifications. Makes recommendations for updating and/or revising.
- Establishes performance expectations for staff. Holds staff accountable through the effective use of the NEOGOV performance evaluation (PE) system throughout the area by completing annual performance ratings, counseling employees, conducting disciplinary conferences, and participating in employee grievances.
- Conducts performance reviews and directs employees' Career Development plans.
- Handles unit employee relations including the filling of vacant positions, coordinating and conducting staff meetings, and labor relations activities. Ensures compliance with equal employment opportunities (EEO).
- Approves time and attendance.
- Trains new Engineers and Technicians.
- Prepares letters of recommendation and personnel ratings for commendation, promotion, and disciplinary action.
- Maintains and/or encourages a continuing employee betterment program.

Duty 4

General Summary:

Percentage: 10

Special assignments and miscellaneous responsibilities.

Individual tasks related to the duty:

- Perform other miscellaneous duties as assigned by manager.

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

Project dependent related to municipal utilities design and roadway designs done by staff or other design sections. Routine daily technical, managerial, and administrative decisions are made independently. When decisions are required to assign staff to meet multiple priority deadlines. Interpret MDOT policies and guidelines concerning design 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. These decisions affect MDOT's construction program and impacts operations efficiency of capital assets.

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

Personnel issues not requiring immediate action; complex technical problems related to policy; decisions that may impose major impact on the Department; decisions that may have a significant impact on Division/Department budgets; and 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 involves normal physical effort to sit, walk, or stand at will; exposure to dirt, fumes, heavy and high-speed traffic, or adverse weather conditions; bending, stooping, and reaching for plans; carrying heavy or bulky loads; sitting for long periods of time in front of a computer; overtime, heavy workloads working with specific deadlines. Occasional field reviews of proposed or active road/bridge construction projects requires walking over irregular terrain. Must have corrected vision to read plans or perform field related duties. Valid driver's license is required.

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>
PORCARO, MICHAEL J	TRANSPORTATION ENGINEER-E 10	WESTFALL, BOBBI J	CIVIL TECHNICIAN SUP-FZN 12
SPIEWLA, WIESLAW H	GENERAL ENGINEER-E 10	DUNHAM, CYNTHIA J	TRANSPORTATION ENGINEER-A 12
MARCHETTI, JEFFREY B	TRANSPORTATION ENGINEER-E P11	HEILMAN, PHILLIP J	TRANSPORTATION ENGINEER-E P11
WESLEY, ADAM B	TRANSPORTATION ENGINEER-E 9	BARATONO, BRIAN M	TRANSPORTATION ENG LIC SPL 2 13
SMITH, DANIEL S	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):

- | | |
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| <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 a Leader in the Design Division, supervise and direct the Road and Municipal Utility Design Unit which furnishes construction plans and contract documents for transportation projects with a special emphasis on municipal utility design, rest area water supply design, rest area sanitary disposal design, roadway design, and freeway lighting design. This area supports projects and Regional Offices statewide, offering a wide range of experience and interaction with other MDOT and community leaders.

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practices/processes, project, and program implementation; managing budgets; and ensuring continued operations for delivery of MDOT services and products. This responsibility includes participating as a member of statewide design teams and committees.

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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?

As a statewide resource within the Design Division, the Design Section designs and prepares detailed construction plans, reports, and specifications for transportation facilities which conform to federal, state, and/or local regulations for bidding and construction. The Section's special emphasis is the responsibility for the design of unique infrastructure features including Municipal Utilities, Freeway Lighting, Roadside Landscape, Rest Areas, and rest area water and waste systems. The section prepares related plans, specifications, and estimates for all highway projects. It also provides professional consulting services to other divisions.

This position manages the special technical staff comprising the Section described above.

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:

Thorough knowledge of:

- MDOT design policies, procedures, and practices.
- Municipal utility and roadway design procedures and practices.
- Training and supervisor procedures.
- Equal employment and labor relations practices.

Ability to:

- Communicate in an effective and professional manner.
- Coordinate interdependent work activities.
- Conduct meetings and participate effectively in team problem solving activities.
- Instruct, direct, and evaluate employees.
- Maintain favorable public relations.
- Communicate both orally and in writing.
- Travel with overnight stays.

Skill in:

- The use of computers and associated software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a registered professional engineer license as required by the State of Michigan.

Possession of valid driver's license.

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.

KELSEA COLE

12/7/2022

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