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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | **10. Division** | | ENGINEER MANAGER LICENSED-3 | Design Division | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Unit Manager | Design Production Section | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | MILLER, NATHAN; STATE ADMINISTRATIVE MANAGER-1 | Road and Municipal Utility Design Unit | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | SCHUSTER, KRISTIN A; STATE DIVISION ADMINISTRATOR | 425 W. Ottawa Street, Lansing, MI 48933 / 7:30 a,m. - 4:30 p.m. | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | As a Design Unit Leader, manage 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.  The manager is charged with meeting deadlines, meeting MDOT customer needs, resolving complex issues 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 functions as a manager and is responsible for monitoring/managing project budgets and deadlines, directing team operations, ensuring the technical and personal development of employees and their commitment to customer service. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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** | | Management of 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,  roadway and lighting construction plans, specifications, estimates and makes decisions relative to design of projects, makes recommendations relative to formulating design policy; coordinates projects with department divisions and other governmental agencies. * Manages the preparation of cost estimates for projects requested by other sections, divisions and the 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 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 makes necessary adjustments to assure quality and production commitments are met. * Ensures Planisware project networks are accurate and current for projects being designed by the Region Design Units. * Conducts performance reviews and directs employees’ career development plans. * Oversees and monitors the unit’s expenditures and costs to ensure compliance with phase and project budgets. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **35** | | Engineering | | | | **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. * 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 with representatives of governmental agencies and individuals in response to inquiries. * Participates in pre-construction meetings to explain features of design to contractors and maintain contact with the project engineer during the construction phase. * 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. * Reviews consultant water main, sanitary sewer, and rest area plans for conformance with MDOT Standards and Processes. * Reviews Special Provisions related to water main, sanitary sewer, roadway, roadway lighting and rest area systems. * Provides guidance and expertise to operations personnel related to water main, sanitary sewer, roadway lighting, roadway. and rest area systems. * Reviews construction permit submittals related to municipal water main and sanitary sewer plans for their effect on trunklines. * Makes recommendations regarding 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. * Provides technical assistance to staff, as needed, reviewing, and providing comments for MDOT Mega Projects. * Regularly engages with the Engineering Support Section for clarity on MDOT's progress with 3D modeling and other innovative digital delivery methods.  Updates staff as needed on these initiatives. * 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. * Assists in developing agreements with governmental and private agencies, railroads, and utilities. * Serves as an advisor 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 | | | | **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. * 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 revisions. * Establishes performance expectations for staff.  Holds staff accountable through the effective use of the NEOGOV PE system throughout the area by completing performance ratings, counseling employees, conducting disciplinary conferences, and participating in employee grievances. * Responsible for the development and administration of the Rest Area and Freeway Lighting Templates. * 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. | | | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **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, decisions where MDOT policy is unclear, needs clarification, or cannot be followed. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.  Must be able to communicate both orally and in writing.  Occasional field reviews of proposed or archived 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.  Ability to perform the essential job functions with/without reasonable accommodations. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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.** | | | | |  |  |  | | |  | | --- | |  | | |  |  |  |  | | --- | --- | --- | --- | | **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** | | CAKIRLAR, GOKTUG | TRANSPORTATION ENGINEER-A 12 | BERG, KARL R | TRANSPORTATION ENG LIC SPL 2 13 | | HEILMAN, PHILLIP J | TRANSPORTATION ENGINEER-E P11 | WESTFALL, BOBBI J | CIVIL TECHNICIAN SUPERVISOR-1 12 | | SPIEWLA, WIESLAW H | GENERAL ENGINEER-E 10 | DUNHAM, CYNTHIA J | TRANSPORTATION ENGINEER-A 12 | | MARCHETTI, JEFFREY B | TRANSPORTATION ENGINEER-E P11 | BARATONO, BRIAN M | TRANSPORTATION ENG LIC SPL 2 13 | | | | | |  |  |  | | |  | | --- | | **Additional Subordinates** | | |  | |  |  |  | |  | |  | | --- | |  | |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | Y | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | Y | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | The section designs and prepares detailed construction plans and specifications for bidding and construction purposes that conform to federal, state and/or local requirements with a special emphasis on roadway design, roadway design innovation, municipal utilities, rest area water supply and waste disposal, landscape design, and freeway lighting design.  Managerial, administration, and special assignments.  Please see Duties 1 – 3. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | |  | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | 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. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **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.  Knowledge of municipal utility and roadway design, procedures, and practices.  Ability to communicate in an effective and professional manner and to coordinate interdependent work activities.  Conducts meetings and participates effectively in team problem solving activities.  Proficient in the use of computers and associated software.  Thorough knowledge of training and supervisor procedures.  Thorough knowledge of equal employment and labor relations practices.  Ability to instruct, direct, and evaluate employees.  Ability to maintain favorable public relations.  Must be able to communicate both orally and in writing.  Possible travel with overnight stays. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **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.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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