

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

Position Code 1. ENGLMGR3A46N

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) Highways
4. Civil Service Position Code Description ENGINEER MANAGER LICENSED-3	10. Division Superior Region
5. Working Title (What the agency calls the position) Construction Engineer	11. Section Newberry Transportation Service Center
6. Name and Position Code Description of Direct Supervisor GUSTAFSON, DAWN D; ENGINEER MANAGER LICENSED-4	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor JOHNSON, AARON D; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 14113 STATE HIGHWAY M28; NEWBERRY, MI 49868-8165 / M-F 7:00 to 4:00 pm (hours may vary)

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. The construction engineer manages highway and bridge construction projects being built by contractors within the Transportation Service Center (TSC) area. This position administers construction projects while maintaining alignment with other TSCs, Region, the Federal Highway Administration (FHWA), and Lansing. Primary duties involve performing, assigning and supervising Michigan Department of Transportation (MDOT) or consultant engineering staff to execute successful project oversight. Functions include but are not limited to; pre-construction plan review, conducting pre-construction and progress meetings with contractors, developing progress schedules, reviewing maintaining of traffic, supervising MDOT engineering and inspection staff, overseeing consultant engineering and inspection staff, coordinating activities with utilities, and approval oversight of local agencies relative to federal-aid assisted projects. This position is charged with meeting deadlines, meeting customers' needs and resolving complex issues to ensure the successful implementation and continuing operation of MDOT services and products. As a critical member of the TSC management team, this position also represents the TSC and provides feedback on all operations and initiatives.

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

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: 40

Manage the delivery of the TSC area construction program. Serve as the Engineer of record for MDOT construction projects.

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

Individual tasks related to the duty:

- Participate in pre-construction meetings with engineers, technicians, and contractors to discuss construction scheduling, methods of construction, and problems which may be encountered on the project.
- Prepare and sign work orders, contract modifications, and associated documentation for construction projects. Compose written correspondence to contractors and other appropriate entities.
- 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 Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO) requirements.
- Ensure that project documentation is done in a timely and accurate manner.
- Ensure that final pay estimates are made to contractors within 120 days of project completion.
- Conduct progress meetings, as required, and develop a partnership relationship with contractors, subcontractors, utility companies, local agencies, and other interested parties.
- Conduct Step 1 claims meetings.
- Perform and document post-construction reviews.
- Conduct meetings with the general public and business agencies concerning ongoing and upcoming construction projects.
- Oversee vendors that provide technical, clerical and engineering services for the TSC. Monitor and approve budgets and billings associated with these services.
- Consult FHWA area engineer as needed to assure compliance with federal regulations.
- Comply with mobility efforts to ensure safe, reliable, and efficient travel on state highways.

Duty 2

General Summary:

Percentage: 25

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.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Handle unit employee relations which includes filling vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with EEO.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- 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.
- Approve timesheets in a timely manner as well as the use of leave privileges for staff.
- Manage overtime usage and assignments, consistent with department policies, practices, and bargaining unit agreements.
- Identify staff development and training needs and ensures that training is obtained as needed.
- 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.
- 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.
- Enhance technology use and understanding by TSC staff.

Duty 3

General Summary:

Percentage: 10

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

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

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 claims meetings.
- Act as technical advisor for complex issues and problems.
- Help coordinate and oversee the close-out of completed local agency projects within 120 days with construction staff and region staff.

Duty 4

General Summary:

Percentage: 10

Assist in developing the transportation program for the TSC area.

Individual tasks related to the duty:

- Work with region staff and other TSC staff in developing transportation plans to meet department goals and strategies.
- Participate in regular call for project meetings to identify future projects that are compatible with department condition goals.
- Participate in scoping meetings for future road and bridge projects within the TSC area.
- Participate in the development of construction plans and specifications by attending interim plan review meetings, reviewing plans for accuracy and content, and providing information as necessary.

Duty 5

General Summary:

Percentage: 10

Build, strengthen and maintain the TSC external customer base.

Individual tasks related to the duty:

- Foster the creation of a "partnering" relationship with external customers. Initiate contact with business, organizations and general public. Seek to understand and resolve transportation issues.
- Explain the impact of planned construction projects and resolves traffic concerns.
- Proactively meet the operational needs of the external customers.
- Continually strive to improve the "image" of MDOT.

Duty 6

General Summary:

Percentage: 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 stakeholders, including local communities, contractors, and the consultant industry.
- Assist other TSC's with similar project-related duties.
- 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.

- 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.
- When existing policy is unclear or does not relate to a specific situation.

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.

Outdoor work in all types of weather; work around dirt, concrete, bituminous materials; work around construction structures and excavations and construction equipment. 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 require traversing over irregular terrain. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

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	ENGINEERING ASSISTANT-E	IMMEL, TAMMY J	SECRETARY-E E8
SULLIVAN, ROBERT J	TRANSPORTATION ENGINEER-A 12	VACANT	TRANSPORTATION AIDE-E
VACANT	TRANSPORTATION AIDE-E	SUTELA, STACY A	TRANSPORTATION TECHNICIAN-A 11
VACANT	TRANSPORTATION TECHNICIAN-A	BARRETT, MICHAEL	TRANSPORTATION TECHNICIAN-E E10
WILK, ANDY J	TRANSPORTATION TECHNICIAN-E E10	KILPATRICK, RYAN M	TRANSPORTATION TECHNICIAN-E E10
ZOLFAGHARI, REZA	TRANSPORTATION TECHNICIAN-SS 12		

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 professional manager of professional positions in a complex work area. The construction engineer manages highway and bridge construction projects being built by contractors within the TSC area. This position administers construction projects while maintaining alignment with other TSCs, Region, FHWA, and Lansing. Primary duties involve performing, assigning and supervising MDOT or consultant engineering staff to execute successful project oversight. Functions include but are not limited to; pre-construction plan review, conducting pre-construction and progress meetings with contractors, developing progress schedules, reviewing maintaining of traffic, supervising MDOT engineering and inspection staff, overseeing consultant engineering and inspection staff, coordinating activities with utilities, and approval oversight of local agencies relative to federal-aid assisted projects. This position is charged with meeting deadlines, meeting customers' needs and resolving complex issues to ensure the successful implementation and continuing operation of MDOT services and products. As a critical member of the TSC management team, this position also represents the TSC and provides feedback on all operations and initiatives.

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

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, freeways, utilities (sewer, water, electrical) and allied activities in an area of the state.

The Newberry TSC covers a five-county area which provides oversight, construction, operation, and maintenance of all state trunkline assets. This includes issuing permits, designing road and bridge projects, coordinating construction projects, developing and maintaining traffic plans, and evaluating and inspecting bridges and culverts. This position serves as the construction Engineer/Manager for the Newberry 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.

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:

- Construction engineering principles and ability to communicate them to others.

Ability to:

- Communicate effectively.
- Work, build, strengthen and maintain a team environment in a work group.
- Make presentations before groups.
- Meet and deal effectively with others. Work independently in carrying out assignments.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

Possession of a valid driver's license is required.

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

11/14/2025

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