

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

<b>Position Code</b> 1. ENGLMGR3B02N
---

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Development
<b>4. Civil Service Position Code Description</b> ENGINEER MANAGER LICENSED-3	<b>10. Division</b> Development Services Division
<b>5. Working Title (What the agency calls the position)</b> Supervisor, Permits & Agreements Unit	<b>11. Section</b> Utilities Coordination, Permits & Agreements Section
<b>6. Name and Position Code Description of Direct Supervisor</b> GREENE, SCOTT-GEORGE C; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> Permits & Agreement Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> DOYLE, LARRY T; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa Street, Lansing, MI 48933 / M-F 7:30 a.m. - 4:30 p.m. (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b> This position functions as a first-line professional manager of professional positions in a complex work area supervising the Permits & Agreements Unit. This position ensures that work assignments are made and carried out in accordance with scheduling requirements, serves as the liaison for state and federal regulatory agencies and the Attorney General's office concerning permit and agreement issues and supervises the department's responsibilities for statewide Outdoor Advertising Control, Junkyard Control, Right-of-Way Construction Permitting, Utility Coordination, and Governmental Agreements.	

**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: 30**

Supervising Engineer for the Permits & Agreement Unit. Supervise the activities of the unit which involves six distinct areas: Outdoor Advertising, Junkyard permits, Right-of-Way Construction permits, Utility Coordination, Governmental Agreements, and Michigan Department of Transportation (MDOT) Permit Gateway (MPG). Establish short and long-term goals and develop and implement a strategy for the Permits & Agreements Unit to achieve strategic goals.

**Individual tasks related to the duty:**

- Develop, manage, and support Permits & Agreements Unit staff. Establish a vision for the current and future direction of the Unit and provide guidance as needed on complex project issues.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- 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 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.
- Approve time sheets 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.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- 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 and ensure staff compliance with certifications/licenses of subordinate positions.
- Establish and coordinate the activities of Permits & Agreements Unit staff, ensuring balanced and achievable workloads and aligning project and program assignments to ensure achievement of Permits & Agreements Unit strategy.
- Facilitate and resolve issues that arise and lead the Permits & Agreements Unit to resolve the barriers to meeting objectives and deliverables.
- Supervise the MPG staff. Coordinate with the Department of Technology Management and Budget (DTMB) and software vendors to provide a high level of customer service to internal and external users of the unit's software applications (e.g., Internet Highway Advertising Program (IHAP), Construction Permit System (CPS), Utility Relocation Tracking System (URTS), Agreement Management System (AMS), Michigan Transport Routing and Internet Permitting System (MiTRIP).
- Assess and evaluate the unit's operating methods and procedures, work activities, software, and equipment operation to achieve simplification and efficiency of the unit's operation. Conduct Quality Assurance reviews on permits, utility coordination, and agreements activities.

**Duty 2**

**General Summary:**

**Percentage: 15**

Supervise the outdoor advertising and junkyard permit work and establish procedures and protocols for the effective management of the state's outdoor advertising and junkyard assets and perform reviews of permits and activities by the Central Office.

**Individual tasks related to the duty:**

- Supervise and advise, as necessary, Region/Transportation Service Center (TSC) personnel when questions surface on unusual situations with regards to outdoor advertising or junkyards adjacent to the highway.
- Supervise the statewide resource center to respond to questions and concerns regarding outdoor advertising and junkyard permits.
- Develop innovative ways to modify permit processes to improve response time and increase efficiency of permit reviews.
- Ensure that the outdoor advertising permit billing process and all monthly and annual reports are completed. Supervise and assist in all aspects of enforcement activities to ensure compliance with state and federal requirements.
- Manage the responses to inquiries concerning outdoor advertising and junkyard permits, and prepare analysis, as required, for new legislation for the control of outdoor advertising and junkyards.
- Supervise the effective management of the state's outdoor advertising and junkyard assets. This includes supervision of the statewide inventory and identification of illegal outdoor advertising and junkyards for action by the Department.
- Supervise and assist in all aspects of enforcement activities to ensure compliance with state and federal requirements.

**Duty 3****General Summary:****Percentage: 15**

Supervise Right-of-Way Construction Permit work and perform reviews of permits and all activities that require engineer review/approval by the Lansing office.

**Individual tasks related to the duty:**

- Supervise the review and issuance of statewide construction permits. Supervise the development of statewide standards, guidelines, procedures, training, and the fee schedule related to the issuance of construction permits.
- Oversee and assist in the development of revisions to the Construction Permit Manual, as necessary, to reflect modifications to established guidelines and procedures or initiate newly developed directives.
- Manage the review and evaluation of complicated permit requests and approve or reject special permit conditions or proposals in order to meet department requirements and maintain good engineering practices.
- Manage the review and tracking of complex and standard licenses to ensure compliance with state and federal requirements.
- Supervise the issuance of annual statewide permits for utility maintenance, surveys, department contracts, and use of rest areas.
- Monitor, evaluate, and initiate changes, as necessary, to permits issued by the department to ensure they meet federal requirements and state legislation with respect to use of the right-of-way by permit conditions.
- Supervise and assist in all aspects of encroachment removal and enforcement activities to ensure compliance with state and federal requirements.
- Develop engineering standards, plans, and special conditions for permit processes used by this section and the department.
- Provide engineering and other consultation with representatives from the department, state, federal, local agencies, and public on matters regarding the responsibilities of the Permits & Agreements Unit.

**Duty 4****General Summary:****Percentage: 15**

Supervise utility coordination work and perform reviews of all activities that require engineer review/approval by the Lansing office.

**Individual tasks related to the duty:**

- Supervise the utility coordination process for relocating utility facilities for department projects.
- Supervise the resources, technical support, and procedural direction provided by the unit to the utilities and permit engineers throughout the state and utility companies, as well as other engineering and technical personnel and the public related to modification of utility facilities and use of the trunkline right-of-way by utilities.
- Supervise the development of new policies, standards, procedures, and recommendations that improve highway/utilities relationships and interfacing.
- Supervise the development, review, and modification of special conditions and coordination clauses for inclusion in department projects.
- Review and approve authorizations for utilities eligible for reimbursement of relocation costs. Investigate disputed audits and take action to resolve audit discrepancies.
- Review and approve utility coordination special provisions for inclusion in department projects.
- Supervise the certification that all utility relocation work has been addressed relative to each department highway project.
- Initiate and conduct utility meetings, training sessions, and conferences with officials from utility companies.

**Duty 5****General Summary:****Percentage: 15**

Supervise Governmental Agreement work and perform reviews of all activities that require engineer review/approval by the Lansing office.

**Individual tasks related to the duty:**

- Work with Finance, Attorney General's Office, Office of Commission Audit and other areas of MDOT as needed for necessary agreement reviews.
- Review agreements and oversee the agreement review process to ensure accurate and timely execution of agreements.
- Supervise the development, review, and modification of clauses and attachments for inclusion in project specific cost sharing agreements.
- Supervise the electronic agreement process, including development, operation, and maintenance of software applications to support a completely digital agreement process for state trunk line and local agency project specific cost sharing agreements.
- Supervise the drafting, review and execution of right-of-way construction permit operation and maintenance agreements, and Macro cell tower agreements.

**Duty 6****General Summary:****Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

- Perform other 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.**

The person in this position must exercise a high degree of engineering and management judgment independently. They have the authority to approve or disapprove plans, estimates, engineering calculations, etc. Whenever possible, identifies, recommends, and implements improvements in work methods and materials utilized in this work area.

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

When policies require clarification in terms of overall bureau or department goals and objectives, or as unique situations arise. Exceptions to current guidelines and standards, or when no previous policy has been established.

**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 found in an office environment including extensive use of a computer. Occasional field reviews of proposed or active permit projects may require traversing irregular terrain. Position may be required to travel statewide. 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>
STAFFELD, MELISSA	DEPARTMENTAL SPECIALIST-2 13	RIOS, JOE	DEPARTMENTAL SPECIALIST-2 13
THACKERY, ERIC R	DEPARTMENTAL ANALYST-E P11	DINKEL, AMANDA	DEPARTMENTAL ANALYST-E 10
HAFNER, ISAAC R	DEPARTMENTAL TECHNICIAN-E 8	GREENWOOD, JESSICA M	DEPARTMENTAL TECHNICIAN-E E9
HENDRICK, KAEDEN	STUDENT ASSISTANT-E A	GILL, REBECCA D	TRANSPORTATION ENGINEER-A 12
FIRMAN, LYNNETTE	TRANSPORTATION ENG LIC SPL 2 13	THOMPSON, DEIRDRE O	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):**

- |  |   |
|--|---|
| <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?**

This position functions as a first-line professional manager of professional positions in a complex work area supervising the Permits & Agreements Unit. This position ensures that work assignments are made and carried out in accordance with scheduling requirements, serves as the liaison for state and federal regulatory agencies and the Attorney General's office concerning permit and agreement issues and supervises the department's responsibilities for statewide Outdoor Advertising Control, Junkyard Control, Right-of-Way Construction Permitting, Utility Coordination, and Governmental Agreements.

**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 work area is responsible for the issuance or denial of permits for activities conducted on state highway right of way and adjacent to state highways. This position supervises those activities. This position is also responsible for agreements (both trunkline and local).

**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 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:

- Supervisory techniques.
- Engineering principles and practices.

Ability to:

- Administer within the context of the department's needs or law.
- Apply sound judgement and fact to highly sensitive situations.
- Communicate effectively.
- Operate a computer.

**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.

Possession of a valid driver's license is preferred.

*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

3/2/2026

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