

## 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 Field Services (BFS)
<b>4. Civil Service Position Code Description</b> ENGINEER MANAGER LICENSED-3	<b>10. Division</b> Transportation Systems Maintenance and Operations (TSMO)
<b>5. Working Title (What the agency calls the position)</b> Facilities Engineer Manager	<b>11. Section</b> Facilities and Fleet
<b>6. Name and Position Code Description of Direct Supervisor</b> SEVIGNY, DIANE L; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Facilities Maintenance
<b>7. Name and Position Code Description of Second Level Supervisor</b> ZIMMER-JANECZKO, KIMBERLY; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8885 Ricks Road, Lansing, MI 48917 / M-F 8:00am-5:00pm (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>  This position functions to manage and supervise the Facilities Services Unit overseeing the department's facilities design, construction, maintenance, facility condition assessments, and project management functions. Advise, participate, and make timely and sound recommendations regarding the administration, maintenance, and operations of the department's facilities and facilities maintenance and management programs. Serve as MDOT's liaison to DTMB for contracting of Professional Services Contractors (PSCs) as well as for MDOT/DTMB co-managed facilities projects. Supervise and direct the selection and development of staff in accordance with Equal Employment Opportunity laws and policies and assuring periodic performance reviews for all staff.	

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: 50**

Supervise and direct the selection and development of staff.

**Individual tasks related to the duty:**

- Plan, organize, and direct staff activities for department facilities personnel in compliance with Civil Service job specifications, rules and regulations and State of Michigan/MDOT Human Resources department policies and procedures.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Review work of staff to attain goals of the department, Highway Operations, and TSMO.
- Identify staff development and training needs and ensure training is approved and obtained.
- Provide a training plan for the engineering unit team members that reflects training goals, learning objectives, learning methods, and evaluation of results.
- Develop performance criteria and schedule periodic monitoring and feedback of progress.
- Evaluate and verify employee performance through the review of completed work assignments, work techniques, and compliance with established processes.
- Ensure proper labor relations and conditions of employment are maintained.
- Assign, coordinate, and outline the work methods of subordinate employees and direct and participate in the establishment, administration, and evaluation of programs and services.
- Maintain records, prepare reports, and compose technical correspondence relative to facility work.
- Serve as responsible engineer in charge over the work of licensed and non-licensed subordinate personnel.
- Regularly review and seal project plan sets of direct reports for Bureau of Construction permitting and/or plan review process.

**Duty 2****General Summary:****Percentage: 35**

Manage and supervise the Facilities Unit overseeing the department's facilities design, construction, maintenance, assessments, and project management functions. Advise, participate, and make recommendations regarding the administration, operations, and maintenance of the department's facilities and facilities management programs.

**Individual tasks related to the duty:**

- Ensure positive outcomes through normalizing and accepting multiple perspectives, regular engagement with internal stakeholders regarding facility's needs, understanding regional and statewide priorities, and transparent use of state resources.
- Ensure projects are executed in compliance with established department and state of Michigan processes.
- Perform daily program management throughout the program life cycle.
- Oversee the development and implementation of facilities performance metrics and statistics.
- Review, assess, and make recommendations regarding facility management databases and systems.
- Supervise and direct facilities activities relating to the department's facilities preventive maintenance needs and projects; the estimated versus actual costs for all facilities projects throughout the project cycle; and statewide facility initiatives to ensure consistency and standardization where feasible.
- Review engineering and maintenance reports, plans, and specifications for engineering systems and equipment, new and/or modified construction, and facilities for conformance with accepted program standards and to provide direction to staff.
- Review, inspect, and approve materials and completed phases of work in connection with any department owned facility.
- Review periodic progress reports on buildings being renovated, maintained, or under construction and attend/participate in progress meetings.
- Provide periodic reports on the status of the MDOT facilities program including planned projects, estimated budget, and assigned resources.
- Evaluate/make recommendations concerning changes in contract documents and ensure that authorized changes are efficiently and effectively carried out and performed.
- Direct and participate in pre-construction meetings with subordinates and contractors to discuss construction scheduling, methods of construction, and problems which may be encountered on the project.
- Provide direction to subordinate and maintenance staff on facility assessments, project development, project delivery, and oversight.
- Enforce established program project management processes and ensure compliance with established procedures. Assess processes on an ongoing, continuous improvement basis, and make fact/data-based recommendations for change as applicable.

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

Participates in ongoing professional development, performs general functions and departmental administrative tasks, and participates in various meetings.

**Individual tasks related to the duty:**

- Participates in regular professional development opportunities
- Attends and participates in unit and division meetings sharing and receiving information on a variety of organizational topics.
- Performs general functions including but not limited to timekeeping, project status update reports, travel reimbursement requests, etc., in an accurate and timely manner.
- Fosters a cooperative working relationship and ensure coordination with Region, Bureau/Division, Office, and TSMO personnel.
- May represent the State Administrative Manager and Division Administrator at meetings and conferences, as needed.
- Prepares reports and correspondence regarding program and operational matters.
- Oversees and assist in special projects.
- Participates in the new product evaluation process.
- Assures that discussion of potential process improvement opportunities are discussed with staff and work groups and adequate support is provided to staff to comply with procedural or policy changes, as needed.
- Manages, develops, and makes recommendations regarding necessary facility processes, procedures, and policies as well as develop and provide recommendations on the necessary revision of rules, regulations, and procedures to meet changes in law and policy.
- Leads or participates on various facilities related teams and work group committees to coordinate, facilitate and resolve operational issues.
- 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.**

Resolve day-to-day operational facility issues. Identify, recommend, and implement improvements. Determine staff assignments and priorities according to classification and needs as well as occupational codes and Bureau of Construction Code or Licensing and Regulatory Affairs regulations. Regularly review and seal project plan sets of direct reports for Bureau of Construction permitting and/or plan review process.

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

Decisions that exceed the authority delegated to this position. Decisions that are significant in scope that could compromise department policy or credibility or have no precedence. Decisions impacting significant budgetary or operational issues.

**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.**

Significant and extended periods of time at personal computer.

Travel to various job sites for meetings or to inspect construction or facilities condition or to supervise/mentor staff, may require lengthy time driving a vehicle.

Ability to travel and maneuver while performing the duties associated with the job.

Ability to communicate with a wide diversity of individuals at all levels, both internal and external, to the department.

Ability to travel with occasional overnight stays; frequent travel to project sites to review and document work in progress.

Work may be performed in an office or field locations throughout the state and may require movement from one location to another as well as exposure to working in construction and adverse weather conditions.

Maneuvering through uneven terrain or construction sites for facilities condition assessments. Climbing ladders to inspect roofs or roof top equipment may be required, at times.

Ability to lift, carry, and climb a 60-pound, 28-foot ladder.

**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>
		CHRISTOPHER, CHANELLE E	DEPARTMENTAL TECHNICIAN-E E9
COWARD, THOMAS A	ELECTRICIAN MASTER LICENS-D E E10	WOODRUFF, VAL J	ENGINEER-A 12
CARLSON, CURT D	FACILITIES ENGINEER-A 12	LUSBY, MATTHEW C	FACILITIES ENGINEER-E 9
BAESE, GLEN W	MAINTENANCE MECHANIC SPV-1 11	LADRIG, ADAM J	PLUMBER LICENSED-E E10
VACANT	TRANSPORTATION AIDE-E	REINHARDT, JEANNETTE	TRANSPORTATION TECHNICIAN-E E10

**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?**

Manage and supervise the Facilities Services Unit overseeing the department's facilities design, construction, maintenance, facility condition assessments, and project management functions.

**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?**

TSMO Fleet and Facilities Services is responsible for administering and overseeing complex and multiple operations that encompass Highway Operations and other areas of the department as well as special projects. The department is responsible for administrative and operational support of Highway Operations statewide. This includes Highway Operations Executive, Regions, Lansing Bureaus/Divisions, the Office of Business Development, and Finance. The primary responsibilities are in the areas of fleet and facilities asset management, statewide procurement, statewide project management, and expertise in fleet and facilities operations administration. This position is responsible to serve as the Facilities Services Manager leading and overseeing other staff performing a variety of facilities maintenance and repairs or delivering a variety of facilities renovation 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.

**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 standards, codes, and regulations pertaining to the construction and maintenance of structures and facilities; state, federal, national, and local laws and building codes related to the work; accepted practices followed in preparing plans, estimates, specifications, and contracts for engineering work; modern materials, methods, and techniques of design, construction, installation, and maintenance of facilities; elements of cost in construction and maintenance including the determination of unit costs; facilities design and related drafting practices; and facilities project management principles..

Ability to determine if facilities comply with specifications; organize and set priorities for work assignments; communicate effectively both verbally and in writing and work with others at all levels of the organization; establish and maintain effective relationships with private industry officials, professional personnel, and others; foster positive employee and team relations; work under tight deadlines; maintain confidentiality and composure; and project a professional image.

Ability to effectively communicate and engage with various stakeholders and lead and build collaborative relationships with others.

Demonstrated experience supervising represented and non-represented direct reports.

Ability to understand and apply public funding and procurement practices.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan Driver's License.

Possession of a valid Michigan Professional Engineering 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.

N/A

***I certify that the entries on these pages are accurate and complete.***

ANDREW LIENAU

1/2/2024

\_\_\_\_\_  
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