

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

<b>Position Code</b>
1. ENGLMGR3C07N

## 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> Bridges and Structures
<b>4. Civil Service Position Code Description</b> ENGINEER MANAGER LICENSED-3	<b>10. Division</b> Structure Program Division
<b>5. Working Title (What the agency calls the position)</b> Ancillary Structures Program Manager	<b>11. Section</b> Structure Asset Management
<b>6. Name and Position Code Description of Direct Supervisor</b> O'NEILL, MICHELLE L; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> Ancillary Structures Management
<b>7. Name and Position Code Description of Second Level Supervisor</b> HALLORAN, MICHAEL; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 6333 Old Lansing Road, Lansing, MI 48917 / M-F, 7:30am-4:30pm (hours may vary)

**14. General Summary of Function/Purpose of Position**

The Bureau of Bridges and Structures (BOBS) serves as the statewide structural authority for the Michigan Department of Transportation (MDOT) owned ancillary structures tasking the ancillary structure's team with efficient and innovative design, construction, and active preservation of our State of Michigan structural assets throughout the Great Lakes State. This position functions as a first-line professional manager of professional positions in a complex work area and serves as the Department's Program Manager overseeing the Ancillary Structures Management Unit. Ancillary structures include retaining walls, sound walls, cantilever signs, truss signs, Intelligent Transportation Systems (ITS) structures, lighting towers, non-frangible and frangible lights, strain poles, mast arms, culverts, wood poles, and mast arms. This position serves as the project manager of an innovative contract for a Program Manager Consultant (PMC) in order to accomplish the broad scope of ancillary structure management. This position utilizes engineering judgement to guide unit staff and the PMC in alignment with the department's strategic direction and BOBS vision and values, with a focus on the Request for Action (RFA) Program. This position supports MDOT's dedication to safety through coordinating engineering support for structural maintenance or repairs to address Bridge RFAs.

**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**

Manage the Ancillary Structures Management Unit.

**Individual tasks related to the duty:**

- 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).
- 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 as well as the use of leave privileges for staff.
- 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.
- Serve as responsible engineer in charge over the work of licensed and non-licensed subordinate personnel.
- Provide technical and engineering expertise for methods, materials, and procedures for ancillary structures to personnel.
- Direct and participate in studies of specialized engineering problems in various locations.
- Develop and monitor ancillary structure program goals, objectives, and performance measures.
- Oversee budget and expenditures for the work unit.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.

**Duty 2**

**General Summary:**

**Percentage: 30**

Serve as the Project Manager for innovative consultant contracts (e.g., Ancillary Structure Program Manager Consultant Contract).

**Individual tasks related to the duty:**

- Serve as the Project Manager for innovative consultant contracts (e.g., Ancillary Structure Program Manager) coordinating ancillary structures delivery functions including, but not limited to, construction engineer and RFA support of regions statewide, making recommendations to ensure timely completion and MDOT specifications are being followed by construction, maintenance, and repair crews, etc.
- Identify resources needed to meet timely completion of tasks based on MDOT Ancillary Structure Strategic Goals. Make decisions as to which tasks should be consulted based on available MDOT resources.
- Develop scope of services for innovative consultant contracts or task orders providing management of ancillary structures including construction engineering and RFA projects.
- Lead or participate on consultant selection teams making recommendations based on best practices for assigned construction, repair, and RFA projects.
- Review price proposal with selected consultant and negotiate as required to ensure project goals and deadlines are met.
- Administer and manage innovative consultant contracts for assigned ancillary structures projects including construction engineering and RFA management.
- Review and evaluate work prepared by contract consultants to ensure compliance with specifications, policies, and standards of MDOT.
- Review and approve payments, invoices, and progress reports and make recommendations to MDOT leadership for payment of services completed.
- Compile and maintain all vendor contract records for assigned construction, maintenance, and repair projects for reference and access for future needs of MDOT.
- Prepare an evaluation of the Consultant's performance on assigned projects. This includes assembling intermediate performance documents that were developed during the project progress. This includes any subconsultants.
- Represent MDOT in building positive working relationships with consultant partners.

- Approve final RFA plans and specifications for the Department. Sign Plan Sheet.
- Program jobs in JobNet, make change requests as necessary, and submit in Phase Initiator (PI) as required.
- Evaluate and make recommendations concerning changes in contract documents and ensure that authorized changes are carried through.

#### Duty 3

##### General Summary:

Percentage: 15

Manage the Ancillary Structure Program in alignment with the department's strategic direction and BOBS vision and values, with a focus on the RFA Program.

##### Individual tasks related to the duty:

- Maintain records, prepare reports, and compose technical correspondence relative to the work.
- Review engineering reports, plans, and specifications for engineering systems and equipment, new and/or modified construction, facilities, highway, bridge, equipment, etc., for conformance with accepted program standard.
- Approve, review, and inspect materials and completed phases of work in connection with ancillary structures.
- Serve as a liaison with federal and local units of government including contractors.
- Determine specialized engineering program needs and opportunities in an assigned area (e.g., signals, signing, ITS program office, etc.) and coordinate with programs in other areas.
- Analyze and interpret laboratory and field data from investigations and inspections.
- Review periodic progress reports and attend and participate in progress meetings.
- Participate in pre-construction meetings with engineers and contractors to discuss construction scheduling, methods of construction, and problems which may be encountered on the project.
- Provide consultation for other licensed and non-licensed engineers for the purpose of maintaining federal, state, and local standards.
- Lead Ancillary Structure RFA Statewide Alignment Team.
- Make site visits and perform detailed inspections for construction, repair, and RFA projects for ancillary structures.
- Coordinate, track, and monitor ancillary structure RFAs.
- Perform or oversee damage inspections and all reports required for vehicle impact damage to ancillary structures.
- Coordinate design of urgent or emergency repairs for ancillary structures.
- Coordinate with other subject matter experts on appropriate repair types or required action.

#### Duty 4

##### General Summary:

Percentage: 15

Coordinate engineering support for structural maintenance or repairs to address Bridge RFAs.

##### Individual tasks related to the duty:

- Participate on the Bridge RFA Statewide Alignment Team serving as the back-up for applicable projects.
- Make site visits and perform detailed inspections for construction, repair, and RFA bridge projects supporting and serving as back-up to emergency bridge coordinator.
- Support and back-up to emergency bridge coordinator in recommending priority level of Bridge RFAs. Review RFA's entered by others and recommend priority levels.
- Support and serve as back-up to emergency bridge coordinator in coordination, tracking, and monitoring Bridge RFAs.
- Support and serve as back-up to emergency bridge coordinator for completion of damage inspections and all reports required for Bridge High Load Hits.
- Support and serve as back-up to emergency bridge coordinator for design of urgent or emergency repairs. Recommend repairs for design squads for less urgent repairs.
- Coordinate traffic control with Region and Transportation Service Center (TSC) staff.
- Coordinate with other subject matter experts on appropriate repair types or required action.
- Support and serve as back-up to emergency bridge coordinator for performance of inspection of work as it relates to RFAs.

#### Duty 5

##### General Summary:

Percentage: 5

Conduct liaison activities with industry representatives or suppliers pertaining to construction, structural maintenance, and RFA of ancillary structures.

##### Individual tasks related to the duty:

- Coordinate and conduct liaison and training activities with government agencies, private individuals, and Bureaus, Divisions, TSCs, and Sections within MDOT to obtain and disseminate information for preparation of plans and specifications.

- Contact outside agencies, local governments, Federal Highway Administration (FHWA) division engineers, and regional FHWA engineers on special projects relating to statewide installation of ancillary structures. Maintain records of these contacts.
- Coordinate and conduct liaison and training activities with private industry such as ancillary structure material producers and manufacturers.
- Participate on state and national committees and task forces related to ancillary structures construction, structural maintenance, and RFA.
- Research best practices among other states and agencies in the areas of ancillary structure delivery. Develop and maintain standard details, special provisions, and design criteria. Educate and support other MDOT staff delivering ancillary structures projects.
- Participate on the New Materials Committee.

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

This position requires making decisions based on structural/soil envelope/hydraulic/design knowledge and experience effecting the progress of construction, repair, and RFA statewide for ancillary structures where consequences of inaction effects the critical functioning of these structures jeopardizing the safety of the motoring public.

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

Decisions that would impact departmental policy or standards involving the establishment of departmental priorities.

**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 the ability to travel to construction sites and/or site visits statewide with occasional overnight stays. Site visits involve traversing irregular terrain, transporting heavy or bulky loads, exposure to dirt/fumes, working in close proximity to heavy and high-speed traffic, and/or exposure to adverse weather conditions. Work also involves duties associated with working in an office setting including remaining in a stationary position for extended periods of time working from a computer, heavy workloads working with specific deadlines, as well as transporting heavy or bulky load (e.g., plans). Ability to read plans is required. 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>
HARRIS, MICHELLE L	TRANSPORTATION TECHNICIAN-E E10	KRCMARIK, MICHAEL	TRANSPORTATION ENG LIC SPL 2 13
TAYLOR, SUSAN	TRANSPORTATION TECHNICIAN-A 11		TRANSPORTATION ENGINEER-E
	TRANSPORTATION TECHNICIAN-A	ZURBURG, THOMAS H	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.

Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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 and serves as the Department's Program Manager overseeing the Ancillary Structures Management Unit. This position serves as the project manager of an innovative contract for a PMC in order to accomplish the broad scope of ancillary structure management. This position utilizes engineering judgement to guide unit staff and the PMC in alignment with the department's strategic direction and BOBS vision and values, with a focus on the RFA Program. This position supports MDOT's dedication to safety through coordinating engineering support for structural maintenance or repairs to address Bridge RFAs.

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's function is the life cycle management of ancillary structures. This position serves as the Unit Manager.

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.
- Materials, methods, and techniques used in the design, construction, and maintenance of highways, bridges, and related structures.
- Procedures and practices applied in the inspection and testing of materials in highway and bridge construction and the design of such materials.

Ability to:

- Communicate effectively in a professional manner.

**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 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.*

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Supervisor

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Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

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

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Appointing Authority

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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.*

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Employee

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Date