

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

Position Code

1. ENGLMGR3C24N

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) Bureau of Bridges and Structures
4. Civil Service Position Code Description Engineer Manager Licensed-3	10. Division Structure Program
5. Working Title (What the agency calls the position) Bridge Inventory Program Manager	11. Section NBIS / NTIS Management
6. Name and Position Code Description of Direct Supervisor MCMUNN, CREIGHTYN; ENGINEER MANAGER LICENSED-4	12. Unit Bridge Inventory Program
7. Name and Position Code Description of Second Level Supervisor HALLORAN, MICHAEL; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 6333 Old Lansing Road, Dimondale, MI 48917 / M-F, 7:30am - 4:30pm (or as approved)

14. General Summary of Function/Purpose of Position

The Bureau of Bridges and Structures (BOBS) serves as the responsible agency for administering the National Bridge Inspection Standards (NBIS) for MDOT and overseeing the Local Agency owned structures. This position functions as a first-line professional manager of professional positions in a complex work area and serves as the Bridge Inventory Program Unit manager. This position serves as the program manager of multiple consultant contracts related to the NBIS functions for local agency owned structures. This position utilizes their engineering judgement to guide unit staff and the Consultants in alignment with the department's strategic direction and the bureau's vision and values, with a focus on compliance with the NBIS. This position supports MDOT's dedication to safety and quality through an accurate and current bridge inventory.

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

Supervise and manage the Bridge Inventory Program Unit.

Individual tasks related to the duty:

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Advise unit personnel of bureau and departmental policies, decisions, and directives and oversee staff compliance.
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- 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 annually or more frequently when required, 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.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, identifying staff development needs and ensuring training is obtained and labor relations activities. Ensure compliance with equal employment opportunity (EEO).
- Identify staff development and training needs and ensure that training is obtained.
- 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 to personnel.
- Direct and participate in studies of specialized engineering problems in various locations.
- Develop and monitor 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 Program Manager for the local agency NBIS consultant contracts.

Individual tasks related to the duty:

- Serve as the Project Manager for consultant contracts ensuring compliance with the NBIS for local agency structures, including inspections, load ratings and inventory updates. Coordinate with other areas of the Department including MDOT Regions, as well as areas within the Division, including the Bridge Inspection Program unit and the MDOT Load Rating Program unit.
- Identify resources needed to meet timely completion of tasks based on MDOT Bureau or Division Strategic Goals. Make decisions as to which tasks should be consulted based on available MDOT resources.
- Develop scope of services for consultant contracts or task orders providing management of NBIS tasks for local agency structures including inspection, load rating and inventory updates.
- Lead or participate on consultant selection teams making recommendations based on best practices for assigned projects.
- Review price proposal with selected consultant and negotiate as required to ensure project goals and deadlines are met.
- Review and evaluate work prepared by contract consultants to ensure compliance with specifications, policies, and standards of MDOT and the NBIS.
- 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 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.
- 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.
- Lead meetings related to the local agency NBIS consultant contracts.
- Ensure proper local agency involvement in the program and information such as work recommendations and requests for action (RFAs) are shared with the bridge owners in a timely fashion.
- Coordinate with subject matter experts in evaluating bridge deficiencies and identifying recommendations for repair and/or closure.
- Maintain liaison with local units of government including contractors and federal and local governments.
- Develop data quality checks for oversight of Consultant work and ensure that checks are effective and are completed.

Duty 3

General Summary:

Percentage: 15

Manage the MDOT and local agency NBIS bridge inventory as well as the inventory related to non-NBI MDOT structures.

Individual tasks related to the duty:

- Maintain records, prepare reports, and compose technical correspondence relative to the work.
- Oversee Consultant contracts to update the MDOT inventory in accordance with the Specifications for the National Bridge Inventory (SNBI).
- Oversee Consultant contracts to gather bridge underclearance data for MDOT trunkline structures and update the inventory as necessary.
- Provide technical direction and support, advice, problem solving, and review of the bridge inventory.
- Develop and implement Plans of Corrective Action, follow up on implementation, and report results.
- Advise Bureau Leadership on NBIS compliance, audits, and other inspection program issues as they relate to the department and/or local agencies
- Provide response and follow up to Commission Audit, Office of Attorney General, and other audit recommendations as they relate to the bridge inspection program.
- Coordinate with the Inspection and Load Rating Units to ensure proper coding of bridge safety inspection reports and SNBI data for MDOT and Local Agency bridges.
- Recommend updates to the Michigan Structure Inspection Manual (MiSIM) as needed.
- Attend and, if applicable, present at training and technical conferences.
- Recommend training for MDOT, consultant, and local agency bridge safety inspection staff.
- Serve on MDOT, Local Agency, and Industry Committees.

Duty 4

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- 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.

This position requires making decisions based on inspection and load rating findings where consequences of inaction may jeopardize 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 normal effort for office work including the ability to operate a computer for extended periods of time. Occasional field reviews of existing bridge structures and proposed or active road/bridge construction projects requires traversing over irregular terrain, around construction work sites, and from high structures (e.g., bridge decks, aerial equipment). 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>
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HOADLEY, HENRY G	TRANSPORTATION TECHNICIAN-SS 12	JAMISON, HEATHER	TRANSPORTATION TECHNICIAN-SS 12
HUNT, JAMIE L	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?

The BOBS serves as the responsible agency for administering the NBIS for MDOT and overseeing the Local Agency owned structures. This position functions as a first-line professional manager of professional positions in a complex work area and serves as the Bridge Inventory Program Unit manager. This position serves as the program manager of multiple consultant contracts related to the NBIS functions for local agency owned structures. This position utilizes their engineering judgement to guide unit staff and the Consultants in alignment with the department's strategic direction and the bureau's vision and values, with a focus on compliance with the NBIS. This position supports MDOT's dedication to safety and quality through an accurate and current bridge inventory.

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 management of the bridge inventory program unit, which includes maintaining the trunkline and local NBIS inventory, and management of the local NBIS load rating contract.

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:

- The technical requirements and procedures for NBIS.
- Materials, methods, and techniques used in the inspection, design, construction, and maintenance of highways, bridges, and related structures.
- The procedures and practices applied in the inspection and testing of materials in highway and bridge construction and the design of such materials.
- Labor relations.

- Fair employment practices.
- Equal employment opportunity.
- Public relation techniques of state government organizations and functions.

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.

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.

KELSEA COLE

9/23/2025

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