

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

Position Code 1. ENGLMGR4A12N

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) Office of Aeronautics
4. Civil Service Position Code Description ENGINEER MANAGER LICENSED-4	10. Division
5. Working Title (What the agency calls the position) Airport Engineering Section Manager	11. Section Airport Engineering
6. Name and Position Code Description of Direct Supervisor SMITH, LINN P; STATE ADMINISTRATIVE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor BUDDS, BRYAN F; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing, Lansing / 8/5pm M-F
14. General Summary of Function/Purpose of Position This position functions as a second-line professional manager of professional positions in a complex work area. This position oversees and manages the operations of the Airport Engineering Section, which includes the Block Grant Project Management Unit and the Primary / State and Local Airport Development Unit.	

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: 55

Manages airport development projects across the Michigan Block Grant Program, Primary Airport Program, State/Local Program, and one-time spending programs.

Individual tasks related to the duty:

- Ensures timely, accurate, and efficient movement of projects from the Airport Planning and Development Section to the Airport Engineering Section for design, construction, and closeout.
- Oversees consultant selection, consulting design, letting, acquisition, construction, and airport project financial closeout documentation.
- Ensures MDOT's compliance with existing state and federal grant requirements and makes recommendations for revisions to existing program rules and authorizing legislation.
- Develops budgetary requests to address identified airport deficiencies noted during project design, construction, or closeout.
- Implements one time development program as funding allows – including the state/local airport development program and air service development program.
- Ensures appropriate training and progression of staff, develops standards policies and procedures for program implementation in consultation with other sections and office leadership.
- Maintains subject matter expertise on all components of airport engineering concepts including pavement condition and maintenance concepts.

Duty 2

General Summary:

Percentage: 20

Directs and supports team operations, ensuring alignment with organizational objectives and adherence to policies and standards.

Individual tasks related to the duty:

- Provides direction and oversight of staff activities and practices.
- Delegates work assignments and coordinates the workload of subordinates.
- Holds 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.
- Reviews union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contacts the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approves timesheets 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 ensures timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Handles employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensures compliance with equal employment opportunities (EEO).
- Mentors staff and facilitates knowledge management. Proactively works with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Reviews and ensures staff compliance with certifications/licenses of subordinate positions.

Duty 3

General Summary:

Percentage: 10

Consults with and provides engineering guidance to officials of local units of government for all airports in the state, and the engineers/architects working on an airport project.

Individual tasks related to the duty:

- Meets/consults/advises officials and/or consultants of funding aspects of a project; develops special contracts as necessary.
- Provides guidance to airport sponsors/owners on airport improvement projects.

Duty 4

General Summary: **Percentage: 10**

Implements the Office's five-year statewide airport development plan.

Individual tasks related to the duty:

- Directs the implementation of the five-year plan for capital airport projects that is used by the Michigan Aeronautics Commission, Office of Aeronautics, Department of Transportation, Federal Aviation Administration (FAA), airports statewide, and the legislature in planning and accomplishing preliminary work items for the projects. Monitors calls for projects issued annually.
- Provides input to the Airport Planning and Development Section as five-year plan, aviation system plan, and individual airport capital improvement plans are formulated.
- Ensures project managers implement projects in accordance with federal rules, regulations, and advisory circulars.
- Ensures Section programs remain on budget.

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Attends and participates in conferences, public hearings, Aeronautics Commission Meetings, and other public events.
- 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.

Work assignments, interpretation of federal and state statutory guidelines; funding allocations; developing priority funding guidelines; developing administrative guidelines; assigning deadlines to urgent projects; wherever possible, identify, recommend, and implement improvements in the area.

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

Decisions that require a re-evaluation of a department goal, strategic direction, or commission policy, run contrary to stated objectives, or deviate from the department's Strategic Plan. Decisions that could put the department at risk of losing state or federal funding. Politically sensitive issues. Major changes in Section direction and processes.

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.

Operating a computer on a daily basis; may remain in a stationary position at a computer for extended periods of time; considerable travel by state aircraft; driving to meetings in various locations in the state. 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>
HOUTTEMAN, STEPHEN	AVIATION MANAGER-3 14	WISE, LAURA	DEPARTMENTAL

			MANAGER-3 14
HARTMAN, JAMES C	ENGINEER MANAGER LIC-FZN 14	VACANT	ENGINEER MANAGER LICENSED-3
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 second-line professional manager of professional positions in a complex work area. This position oversees and manages the operations of the Airport Engineering Section, which includes the Block Grant Project Management Unit and the Primary / State and Local Airport Development Unit.

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 function of the section is to administer airport development programs and safety and licensing responsibilities, as well as develop, implement, and manage necessary procedures to ensure adherence to federal and/or state rules/regulations and guideline requirements. The position functions as the section manager responsible for all state airport development programs, safety and licensing requirements; provides general direction for educational and safety seminars. Develops procedures and criteria for programs and plans and manages the operational and supervision of section staff.

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 15

Six years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; two years equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13; or, one year equivalent to an Engineer Manager 14, Engineer Manager-Licensed 14, Engineering Specialist 14, or Engineering Specialist-Licensed 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be technically capable of learning and understanding federal and state programming and design criteria, and state statutory requirements. Ability to perform specialized research work and studies; ability to organize and set priorities for work assignments, ability to communicate effectively, utilizing various methods; ability to maintain favorable public relations; ability to maintain records, prepare reports, and compose correspondence; knowledge of supervisory techniques, knowledge and skill in the use of computers.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

N/A

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

LOGAN BRISTOL

3/31/2026

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