

## 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-4	<b>10. Division</b> CONSTRUCTION FIELD SERVICES
<b>5. Working Title (What the agency calls the position)</b> Field Operations Engineer	<b>11. Section</b> CONSTRUCTION OPERATIONS-FIELD OPERATIONS
<b>6. Name and Position Code Description of Direct Supervisor</b> KOEPE, KENNETH; ENGINEER MANAGER LICENSED-5	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> RENNER, LINDSEY L; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8885 RICKS ROAD, LANSING, MI 48917 / M-F 7:30am-4:30pm (hours may vary)

**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 and serves as the Field Operations Engineer directing the day-to-day operations of the Field Operations Section of the Construction Field Services (CFS) Division in accordance with the Michigan Department of Transportation's (MDOT's) mission and direction provided by the Section Manager and Division Administrator. This position represents the department with all agencies, private, public, and governmental, in matters related to construction field technical operations. This position is responsible for statewide advancement of digital construction delivery policy and procedure, the work zone administration program, and for administering the evaluation and resolution of a wide range of construction field technical, work zone, and construction issues, while collaborating with Federal Highway Administration (FHWA), Industry (contracting and consulting), design, operations, bridges and structures, and field personnel. This position assists the Engineer of Construction Operations in the development and facilitation of standards and processes to provide quality assurance and quality improvement in construction field technical operations functions at the local, region, and statewide levels.

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: 20**

Responsible for the operation of the Field Operations Section in accordance with CFS mission and goals. Promote alignment and consistency in the construction field technical, technology, and training operations of the statewide transportation program.

**Individual tasks related to the duty:**

- Provide technical oversight of personnel, equipment, projects, and consultant contracts assigned to the Field Operations Section.
- Provide technical direction, support, advice, problem solving, and critical review of technical construction, technology, and training issues.
- Create and foster alignment amongst Regions, Transportation Service Centers (TSCs), consultants, and local agencies on digital delivery methods and field technical construction, technology, and training issues. Develop relationships with construction offices and assist in providing timely and concise resolution of issues.
- Monitor Region and TSC compliance with CFS statewide policies, state of the practice in construction field operations, technology, and training, and coordinate field technical review of projects with Regions, TSCs, and local agencies.
- Develop and implement new construction, technology, and training procedures, processes, and specifications including utilization of digital delivery methods and equipment applicable to construction field operations with the goal of improving quality and efficiency of the section's programs, standards, guidelines, and procedures.
- Oversee the development of annual work plans and schedules for section consultant contracts.
- Travel statewide to projects and transportation offices to acquire knowledge of field and office best practices, explain, instruct, and/or participate in the exchange of ideas pertaining to the policies and procedures of CFS.

**Duty 2**

**General Summary:**

**Percentage: 20**

Provide a leadership role in administrative responsibility for the organization and operation of the Field Operations Section and assist in achieving alignment and consistency in the delivery of statewide construction field technical operation, technology, and training functions.

**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.
- Delegate work assignments and coordinate the workload of subordinates. Establish a process to monitor and report best practices statewide.
- 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 and document implementation plans on innovations in construction field technical operations, technology, and training including digital delivery methods as approved by management.
- Review work products and provide direction to improve services to customers.
- Establish performance expectations via routine reviews for section staff. Ensure the effective use of the performance management system throughout the section, complete performance ratings, counsel employees, conduct disciplinary conferences, and participate in employee grievances.
- Identify training needs for section staff and monitor progress to ensure that staff is fully trained including encouraging cross-training opportunities.
- 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, 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.

**Duty 3**

**General Summary:****Percentage: 20**

Manage and administer the Work Zone Administration Program and create alignment and consistency in work zone standards and initiatives.

**Individual tasks related to the duty:**

- Manage MDOT's Work Zone Administration program policies, procedures, specifications, and the work zone manual to ensure continued adherence by all areas of the department. Evaluate the effectiveness and efficiency of the same; make recommendations for improvement.
- Develop and foster communication lines between field and central office staff.
- Ensure work zone reviews are performed and executed in accordance with the work zone manual and all applicable MDOT standards.
- Collaborate with FHWA and industry (contracting and consulting), and other local or governmental agencies to ensure proper communication of work zone related information that impact construction field operations.
- Develop work zone goals, standards, and performance measures in accordance with the policies, procedures, mission, vision, and values of the department. Oversee development of strategic and business plans, work plans, and schedules for work zone teams.
- Evaluate and ensure the implementation of new work procedures, processes, products, equipment, and other actions that would improve the quality and efficiency of the Work Zone Administration program. Supervise the development of special studies and reports on work zone administration.
- Work with Regions and TSCs to develop appropriate regional-level interpretation of work zone policies, procedures, and specifications.

**Duty 4****General Summary:****Percentage: 20**

Participate on committees, teams, and meetings departmentwide as assigned. Represent the department on internal, industry, and national groups, committees, and task forces dealing with construction field technical operations, technology, and training.

**Individual tasks related to the duty:**

- Actively participate and represent the Field Operations Section in: Statewide Alignment Construction Team meetings, Pavement Marking Operations Team meetings and Work Zone Safety Task Force meetings and other activities.
- Lead MDOT/MDOT Work Zones quarterly meetings and provide deliverables in alignment with decisions made by the Department.
- Lead Bureau or section wide initiatives and work groups as determined by Bureau and section leadership.
- Represent the Field Operations Section on work groups or initiatives throughout the Department as requested.
- Serve as a member and/or chairperson on various committees related to construction field technical operations, technology, and training including work zones, pavement markings, and soil erosion and sedimentation control.
- Represent the department as the primary digital construction delivery engineer at local, regional, or national meetings.
- Review current research, literature, and reports related to digital construction delivery and construction field technical operation issues.

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

Serve as a department point of contact regarding construction field technical operation, technology, and training issues.

**Individual tasks related to the duty:**

- Develop communication lines between the Regions and Industry (contracting and consulting) to facilitate feedback and issue resolution for construction field technical operations, technology, and training.
- Represent the department on industry committees regarding digital construction delivery and existing construction field technical operations, technology, and training including but not limited to grading and drainage, density technology work zones, pavement markings, guardrail, survey technology, and construction scheduling.
- Effectively communicate changes in standards and guidelines with all partners and stakeholders.
- Consult with departmental staff, FHWA, contractors, industry representatives, and consultants to identify, review, and resolve problems of a construction-related nature. Communicate resolution to impacted parties.
- Collaborate with a wide variety of stakeholders including Regions, TSCs, consultants, and local agencies to ensure proper communication of digital construction delivery and constructability, technology, and training issues that impact construction transportation program delivery.

**Duty 6****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Provide expert witness in tort litigation or other official proceedings.
- Make technical presentations at various meetings, seminars, and workshops
- Prepare and initiate correspondence for Bureau, Division, or section as necessary to provide answers and solutions to technical problems, replying to legislators, other state or federal agencies, and handling citizen inquiries or complaints.

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

Determine the priorities of the section staff in accordance with goals, objectives, and strategic initiatives of the department.

Decisions made have substantial and direct impact on highway quality standards.

Decisions on new statewide digital construction delivery methods or changes to existing construction methods including technology and training that are proposed. These decisions affect the way millions of dollars of transportation construction funds are spent statewide.

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

When decisions require deviations from departmental or division policies or procedures. Politically sensitive issues. Equipment or budget requests, action plan, and implementation recommendations. Decisions that may have a significant financial impact on Bureau or Division budgets.

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 for extended periods of time. Travel to projects and offices statewide with possible overnight stay. Working in close proximity to traffic including moving in and out of traffic, working in adverse weather conditions, traversing uneven terrain including moving up and down roadway slopes, and transporting materials up to 50 lbs. 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>
BURNS, DANIEL	ENGINEER MANAGER LICENSED-3 14	VACANT	TRANSPORTATION ENGINEER-A
HOFFMAN, SARAH A	TRANSPORTATION ENGINEER-A 12	GAUTHIER, DAVID M	TRANSPORTATION ENG LIC SPL 3 14
VACANT	TRANSPORTATION AIDE-E	BERGMANN, CHARLES G	TRANSPORTATION TECHNICIAN-SS 12
VACANT	TRANSPORTATION TECHNICIAN-SS		

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 and serves as the Field Operations Engineer directing the day-to-day operations of the Field Operations Section of the Construction Field Services (CFS) Division in accordance with the Michigan Department of Transportation's (MDOT's) mission and direction provided by the Section Manager and Division Administrator. This position represents the department with all agencies, private, public, and governmental, in matters related to construction field technical operations. This position is responsible for statewide advancement of digital construction delivery policy and procedure, the work zone administration program, and for administering the evaluation and resolution of a wide range of construction field technical, work zone, and construction issues, while collaborating with Federal Highway Administration (FHWA), Industry (contracting and consulting), design, operations, bridges and structures, and field personnel. This position assists the Engineer of Construction Operations in the development and facilitation of standards and processes to provide quality assurance and quality improvement in construction field technical operations functions at the local, region, and statewide levels.

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 section is responsible for all programs, procedures, policies, standards, and specifications related to the Field Operations Section. This position provides the managerial/administrative oversight for this section.

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:**

Ability to:

- Plan, develop, evaluate programs, and manage all Field Operations Section activities.
- Evaluate the effectiveness of established programs and recommend changes to improve quality of services and products.
- Analyze, appraise facts and precedents in making administrative decisions to get to the source of a problem. Probe and obtain critical facts from varied sources.

Knowledge of:

- Principles and techniques in digital construction delivery and existing construction field technical operation methods.
- Labor relations, fair employment practices, equal employment opportunity and public relation techniques of state government organizations and functions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of valid driver's license is preferred.

Possession of a registered professional engineer 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.***

CHRISTINA TIJERINA

2/6/2026

\_\_\_\_\_  
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