

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

Position Code 1. ENGLMGR4A90N

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) Bridges and Structures
4. Civil Service Position Code Description ENGINEER MANAGER LICENSED-4	10. Division Structure Project Division
5. Working Title (What the agency calls the position) Chief Structure Design Engineer	11. Section Structure Design
6. Name and Position Code Description of Direct Supervisor WAGNER, BRADLEY; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor CURTIS, REBECCA; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / 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. As part of the Bureau of Bridges and Structures (BOBS) Leadership Team within the Michigan Department of Transportation (MDOT), this position serves as the Chief Structure Design Engineer responsible for the administration of all functional activities of the Structure Design Section. This position is responsible for engineering and management for all aspects of bridge and structure design activities of six bridge design squads whose responsibility is to design and prepare engineering drawings of highway, railroad, and pedestrian bridges and ancillary structures, as well as manage consultant contracts for similar duties. This position plans and directs the assignment of bridge and structure design projects to the in-house bridge design squads and consultants and closely coordinates with other departmental staff responsible for producing and monitoring synchronized road and bridge plans and projects meeting scheduled deadlines. This position administers the development and implementation of performance measures, risk assessment, and Quality Control (QC) and Quality Assurance (QA) programs. This position exercises considerable judgement in the implementation of bridge and structure design related policies and standards and serves on the Statewide Design Alignment Team, Innovative Contracting Committee, and the Statewide Bridge Committee.

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: 45

Administer bridge and structure design activities and assign resources such as bridge design squads and consultants, to ensure achievement of MDOT Region program goals. Plan and direct engineering and administrative oversight for all aspects of bridge and structure design activities.

Individual tasks related to the duty:

- Assign bridge projects to the in-house bridge design squads and consultants and closely coordinate with other departmental staff responsible for producing and monitoring synchronized road and bridge plans and projects.
- Advise squad leaders and review structure plans for conformance to design theory and specifications, office practice, economy, and construction practicality.
- Make decisions relative to design of projects, make recommendations relative to formulating design policy, coordinate projects with department divisions and other governmental agencies.
- Review or delegate the review of projects proposed by private and other governmental agencies relative to departmental interests and direct the coordination of such projects with those proposed by the department.
- Supervise Bridge Unit Leaders.
- 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.
- Approve 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 ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- 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.
- 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)
- Review and ensure staff compliance with certifications/licenses of subordinate positions.
- Assign work to bridge design squads and consultants striving to balance workloads and meet letting schedules.
- Oversee and monitor the bridge design unit overtime balancing program.
- Establish uniform bridge design practices.
- Develop and implement training activities and a cross training program to keep bridge staff up to date with relevant design methodology and make staff familiar with department organizational structure and operating procedures.
- Identify ways to promote and implement knowledge management to ensure that both the Structure Design Section and bridge Consultant community is aware of the current state of practice, policy, and innovative ideas and materials available.
- Prepare letters of recommendation and personnel ratings for commendation, promotion, and disciplinary action.
- Develop and implement employee development plans including competencies and annual objectives/factors and meet with staff annually or more frequently as needed to provide feedback in the form of performance reviews and ensure all subordinate supervisors do the same.
- Attend and represent bridge design issues at the Statewide Design Alignment Team and Innovative Contracting Committee and complete assignments provided by the committee.
- Prequalify consultants for various bridge design services categories.

Duty 2

General Summary:

Percentage: 30

Administer the use of project management and scheduling software and direct the implementation of performance measures, risk assessment, and QC and QA programs for the Structure Design Section.

Individual tasks related to the duty:

- On an ongoing basis, review project schedules for all bridge design projects ensuring networks are current and representative of project activities and schedules are being met.
- Provide a monthly report to the Chief Bridge Engineer and Deputy Chief Bridge Engineer showing project status for all bridge projects, prior to the Project Steering Committee.

- Oversee and implement bridge design performance measures in accordance with department goals and Strategic Development Plan.
- Develop, oversee, and implement department management initiatives.
- Develop, oversee, and implement risk assessment of bridge design projects, coordinating this effort with bridge design's QC and QA program, and project assignments.
- Participate in teams to improve the project management and scheduling systems (currently Planisware).
- Serve on job-related committees: Education & Training, Specification Writing, Bridge Deck Deterioration, etc.
- Direct the implementation of the bridge design QC and QA program and in accordance with this plan, review bridge plans at various stages.
- Lead the Program Level Quality Assurance (PLQA) review in accordance with the requirements outlined in the MDOT Bridge Design Manual. Document all reviews and findings, and generate reports for Bureau Leadership summarizing the effectiveness of MDOT's QA/QC program.

Duty 3

General Summary:

Percentage: 15

Provide bridge technical expertise and advisement and develop and implement department policy and procedure for bridge and structure design methodology, decisions, specifications, design guides, manuals, and research.

Individual tasks related to the duty:

- Coordinate with the Design Standards Unit and prepare updates to the Bridge Design Manual and Bridge Design Guides for changes in design practice and procedures.
- Offer structural design guidance in unique and unusually complicated situations and new developments in bridge design, such as Accelerated Bridge Construction (ABC), Prefabricated Bridge Element Systems (PBES), bridge 3D modeling, and bridge element standardization.
- Advise higher supervision in areas of design and formulation of office practices. Prepare design correspondence for higher levels of management including the Chief Bridge Engineer, Deputy Chief Bridge Engineers, Chief Operations Officer, Deputy Director, and Director.
- Prepare answers to interrogatories involving litigation relative to design features of assigned or previously constructed projects; assist the department's attorney in preparing for court by researching the design history, collecting pertinent design data, and preparing court exhibits and testimony.
- Prepare correspondence involving complex issues and/or managerial decisions and letters to agencies outside the department.
- Review engineering reports and environmental impact statements for projects assigned to the unit for compliance with current departmental, engineering, and environmental regulations, procedures, and specifications. Make recommendations for updating and/or revisions.
- Advise construction engineers in areas of design theory on problems which develop during construction. Advise consulting engineers who design bridges for the department.
- Assist with bridge related research for the Department.
- Coordinate constructability issues with the Structure Construction Section and collaborate to develop solutions and policy modifications. Clearly articulate the issue, the need for any changes, and what the proposed changes are to the Structure Design Section and bridge Consultant community.
- Attend and represent bridge design issues at the Statewide Bridge Alignment Team and complete assignments provided by the committee.
- Participate on research advisory panels and provide design input on bridge related research projects.
- Participate in the MDOT/American Council of Engineering Companies (ACEC) Bridge Committee and communicate bridge design policy and issues to the bridge Consultant community.

Duty 4

General Summary:

Percentage: 5

Prequalify consultants for various bridge categories.

Individual tasks related to the duty:

- Review qualification procedures for consultant prequalification for bridge design related tasks.
- Review prequalification submittals as requested.
- Participate in appeal meetings when requested and clearly articulate the reasoning behind decisions made about prequalification applications.

Duty 5

General Summary:

Percentage: 5

Direct the Bridge Technology Area in the development and maintenance of bridge design related software and tools.

Individual tasks related to the duty:

- Assist in the development of long-range plans for bridge technology and software tools for bridge design and analysis.
- Oversee software development teams and provide bridge design expertise.
- Coordinate the development of bridge technology and software tools for bridge design with employee training and development.
- 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 makes decisions regarding considerable independent and engineering judgment, personnel issues, operations, and procedures followed by the Structure Design Section and the resolution of items brought forth by partners and stakeholders.

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 and budget requests, action plan and implementation recommendations, when policy changes are involved or when decided actions will have a direct effect on others, or variation or change from the departmental program.

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 normal effort for office work including the ability to remain in a stationary position extended periods of time. Occasional field review of proposed or active road/bridge construction projects requires traversing over irregular terrain, around construction work sites, and high structures. Must have ability to interpret plans. 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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	ENGINEER MANAGER LICENSED-3		ENGINEER MANAGER LICENSED-3 14
	ENGINEER MANAGER LICENSED-3 14		ENGINEER MANAGER LICENSED-3 14
	ENGINEER MANAGER LICENSED-3 14		ENGINEER MANAGER LICENSED-3 14
	TRANSPORTATION ENG LIC SPL 3 14		TRANSPORTATION ENG LIC SPL 3 14
	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. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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?

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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 produces bridge design plans and contract documents for MDOT bridge projects and oversees the same production by consultants. This position supervises the work, develops standards and guidelines for this work, and sees that the interaction with other work groups in preparing this work is organized appropriately.

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 preferred.

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:

- Deal effectively with people in all fields associated with highway engineering.
- Communicate effectively.
- Delegate the completion of tasks while maintaining overall responsibility.

Knowledge of:

- Structural design.

**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

1/26/2026

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