State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. ENGLMGR4B07N

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 Development
4. Civil Service Position Code Description Engineer Manager Licensed-4	**10. Division** Office of Major Projects
5. Working Title (What the agency calls the position) Construction and Resource Section Manager	**11. Section** Construction and Resource Section
6. Name and Position Code Description of Direct Supervisor MINTON, STEVEN D; STATE DIVISION ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor PARKER, DEMETRIUS; SENIOR MANAGEMENT EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30 a.m.–4:30 p.m. (or as approved)

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 serving as the Construction and Resource Section Manager within the Office of Major Projects (OMP). Responsibilities include providing engineering leadership, constructability expertise, and strategic direction for the Michigan Department of Transportation (MDOT)'s most complex and high-visibility transportation projects. The position ensures that project designs, staging, phasing, and construction approaches are feasible, safe, and consistent with MDOT standards, federal requirements, and alternative-delivery methods. It leads constructability reviews and integrates Cost Schedule Risk (CSR), National Environmental Policy Act (NEPA), scheduling, procurement, and resource information to align technical deliverables across project teams. The position also manages section staff, oversees workload distribution, ensures compliance with Civil Service (CS) and labor requirements, develops construction policies and best practices, coordinates with MDOT bureaus and external partners, and provides engineering judgment on project delivery strategies. Through these responsibilities, the position plays a critical role in ensuring OMP's ability to deliver large, complex projects efficiently, consistently, and in alignment with statewide transportation goals.

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: 50**

Serve as OMP's construction and constructability expert, providing technical leadership, engineering judgment, and guidance on feasibility, specifications, staging/phasing, and construction methods for major and innovative delivery projects. Support safe, feasible, cost-effective project delivery by ensuring project designs are consistent with construction methods and oversight procedures.

Individual tasks related to the duty:

- Lead constructability reviews for major and innovative delivery projects, evaluating staging, phasing, traffic control, site constraints, and construction sequencing.
- Review design plans, engineering documents, specifications, and procurement packages for construction feasibility and compliance with MDOT standards.
- Identify construction risks early and recommend feasible alternatives or mitigation strategies.
- Provide engineering guidance to Senior project managers (PMs), Innovative Contracting Unit (ICU) staff, and technical specialists on construction methods, means, materials, and field implementation issues.
- Assess construction feasibility for alternative delivery approaches (Design-Build (DB), Progressive Design-Build, Contractor Manager General Contractor (CMGC)) and advise on procurement strategy and project development impacts.
- Participate in major project coordination meetings, alternative delivery scoping sessions, procurement strategy discussions, and constructability workshops.
- Recommend updates to specifications, contract documents, and technical requirements to improve clarity and reduce constructability risks.
- Evaluate construction readiness prior to advertisement, including staging plans, traffic control, environmental constraints, and risk profiles.
- Advise OMP leadership on construction duration expectations, contract completion considerations, and industry best practices.
- Coordinate with MDOT bureaus (Bureau of Development (BOD), Bureau of Field Services (BFS), Bureau of Bridge's and Structures (BOBS)) on construction issues affecting statewide policy, standards, or cross-bureau alignment.

Duty 2

General Summary: **Percentage: 25**

Manage the Construction and Resource Section.

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.
- 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 CS rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources (OHR), Labor Relations Section for guidance or questions.
- 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 (FMLA), etc.) was recorded properly, and ensure timesheet compliance with CS rules/regulations, collective bargaining agreements, and Michigan Department of Transportation (MDOT) policies/procedures.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- 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.
- Create and implement a process for monitoring and annually documenting the validity of licensures and certifications required by the position description of direct reports.
- Assume responsibility for the Office Manager in their absence.

Duty 3

General Summary: **Percentage: 15**

Integrate work products from CSR, NEPA, innovative contracting, and constructability activities to ensure OMP projects advance with coordinated, feasible, and compliant technical direction. Exercise engineering judgment to align cross-disciplinary priorities with OMP's strategic, regulatory, and project delivery needs.

Individual tasks related to the duty:

- Lead coordination among CSR, NEPA, contracting/project management, constructability specialists, and the Resource Unit to ensure technical deliverables are aligned throughout project development.
- Coordinate directly with the CSR Engineer to ensure cost estimates, schedules, CSR outputs, risk registers, probability models, and delivery-phase analyses reflect feasible construction pathways and align with OMP strategies.

- Identify conflicts, gaps, or risks across technical areas and direct resolutions to support feasible, compliant project delivery.
- Integrate engineering recommendations from specialists into constructability planning, alternative delivery strategies, procurement decisions, and project development milestones.
- Ensure NEPA documentation, environmental commitments, schedule assumptions, procurement decisions, and construction feasibility align with federal regulations and MDOT program requirements.
- Facilitate cross functional work sessions across Senior PMs, ICU, technical specialists, and the Engineer Manager Licensed (EML) 14 Resource Unit Manager.
- Use engineering judgment to reconcile inconsistencies between cost estimates, schedules, NEPA findings, construction staging, risks, and resource constraints.
- Oversee alignment of project milestones including NEPA approvals, procurement steps, design reviews, construction readiness checks, and risk analysis workshops.
- Synthesize cross-disciplinary project information to provide direction and recommendations to OMP leadership.
- Provide operational direction to the Resource Unit Manager to ensure the Resource Unit's support functions align with technical priorities.

Duty 4

General Summary: **Percentage:** **5**

Develop and refine construction policies, standards, and best practices for major projects. Represent OMP on statewide committees and coordinate with bureaus, agencies, and industry partners to align construction practices, contract requirements, and project delivery methods with MDOT's broader strategic goals.

Individual tasks related to the duty:

- Develop and maintain major project construction guidance, specifications, best practice documents, and constructability standards.
- Ensure construction policies align with MDOT statewide engineering standards, federal regulations, procurement rules, and innovative contracting frameworks.
- Represent OMP on MDOT committees and alignment teams focused on construction, design consistency, contracting methods, and major project delivery.
- Collaborate with MDOT bureaus (BOD, BFS, BOBS) to ensure OMP construction approaches support departmentwide alignment.
- Maintain working relationships with Federal Highway Association (FHWA), local agencies, contractors, consultants, and industry groups like American Council of Engineering Companies (ACEC) and the Michigan Infrastructure and Transportation Association (MITA) to align construction feasibility expectations.
- Support development and refinement of alternative delivery guidance (Progressive DB, CMGC, DB).
- Review proposed construction standards or contract language and recommend modifications to improve clarity, feasibility, or contractor competition.
- Communicate new policies, standards, and guidance to section staff, Senior PMs, ICU, and OMP leadership.

Duty 5

General Summary: **Percentage:** **5**

Perform additional managerial, engineering, strategic, and external facing functions as assigned to support OMP leadership, MDOT priorities, and statewide major project delivery initiatives and other duties as assigned.

Individual tasks related to the duty:

- Provide construction, technical, or project delivery expertise for special initiatives assigned by the OMP Administrator or MDOT leadership.
- Support development of OMP-wide process improvements, guidance documents, and strategic initiatives that strengthen project delivery, engineering consistency, and constructability reliability.
- Participate in MDOT workshops, alignment sessions, peer exchanges, conferences, and training events to represent OMP's construction and delivery interests.
- Prepare and deliver presentations on OMP construction, constructability, alternative delivery methods, project delivery practices, or major project performance at conferences, professional forums, and internal MDOT events.
- Assist with emergent or escalated project issues requiring engineering judgment or cross discipline coordination.
- Contribute technical evaluations or recommendations during leadership briefings or external partner meetings.
- 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 independently makes engineering, constructability, project-delivery, and strategic decisions that ensure major projects advance safely, feasibly, and in alignment with MDOT standards and OMP priorities. These decisions affect project teams, statewide technical units, contractors, consultants, regulatory partners, and other stakeholders. Independent decisions include evaluating construction feasibility and staging, identifying risks and recommending mitigation strategies, and integrating cost, schedule, risk, NEPA, and resource deliverables to maintain technical alignment. The position also provides engineering judgment on alternative delivery methods and procurement strategies and makes strategic decisions related to project development sequencing, milestone coordination, cross-disciplinary alignment, and construction policy recommendations. In addition, the position independently directs staff activities, oversees day-to-day personnel management responsibilities, determines construction readiness, addresses technical conflicts that could affect feasibility or

compliance, and recommends updates to major project construction guidance, standards, and best practices to support statewide consistency and long-term program goals.

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

Decisions that require the supervisor's review generally involve matters with significant organizational, financial, or strategic impact, or those that create commitments on behalf of OMP or MDOT. These include decisions affecting long-term staffing levels, hiring selections, reclassifications, and major disciplinary actions; approval of substantial changes to project delivery strategies, procurement approaches, or contract requirements; and decisions that alter established MDOT construction policies, standards, or statewide alignment efforts. Supervisor review is also required for decisions involving high-visibility or politically sensitive project issues, major inter-bureau coordination commitments, and external partner agreements. Additionally, any decisions that could affect MDOT compliance with federal requirements, introduce significant risk to project cost or schedule, or deviate from departmental procedures are elevated for supervisor approval.

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.

This position is performed primarily in an office environment and involves prolonged periods of remaining in a stationary position, computer use, document review, and participation in in-person or virtual meetings. Travel to other locations around the state may be required for meetings or training. The role is generally low-intensity physically and not routinely exposed to hazardous conditions, though occasional visits to project sites or operational facilities may occur and require adherence to standard safety practices. 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.

NAME	CLASS TITLE	NAME	CLASS TITLE
GEMBEL, CHRISTOPHER L	TRANSPORTATION ENG LIC SPL 3 14	YU, BONNIE W	TRANSPORTATION ENG LIC SPL 3 14
BELLIGAN, MICHAEL J	TRANSPORTATION PLAN SPL 3 14		

Additional Subordinates

Engineer Manager Licensed 14 that will be established once this position is established.

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y	Complete and sign service ratings.	Y	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 second-line professional manager of professional positions in a complex work area serving as the Construction and Resource Section Manager within the OMP. Responsibilities include providing engineering leadership, constructability expertise, and strategic direction for MDOT's most complex and high-visibility transportation projects. The position ensures that project designs, staging, phasing, and construction approaches are feasible, safe, and consistent with MDOT standards, federal requirements, and alternative-delivery methods. It leads constructability reviews and integrates CSR, NEPA, scheduling, procurement, and resource information to align technical deliverables across project teams. The position also manages section staff, oversees workload distribution, ensures compliance with Civil Service (CS) and labor requirements, develops construction policies and best practices, coordinates with MDOT bureaus and external partners, and provides engineering judgment on project delivery strategies. Through these responsibilities, the position plays a critical role

in ensuring OMP's ability to deliver large, complex projects efficiently, consistently, and in alignment with statewide transportation goals.

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?

OMP is responsible for delivering MDOT's most complex, high-value, and high-visibility transportation projects, including major capital improvements and alternative-delivery projects. OMP provides statewide leadership in project development, engineering coordination, financial plan compliance, reporting, and collaboration with bureaus and external partners. The Construction and Resource Section supports this mission by ensuring project designs, staging, phasing, contract requirements, and construction methods are feasible, safe, and aligned with MDOT standards and project delivery strategies.

This position manages the Construction and Resource Section and serves as OMP's construction and constructability expert. It ensures project managers and technical staff receive accurate, timely, and feasible engineering guidance related to staging, phasing, constructability, and construction readiness, enabling them to focus on technical delivery, federal requirements, risk management, and strategic decision-making. By overseeing constructability reviews, engineering integration across CSR, NEPA, procurement, and resource functions, development of construction policies and standards, and coordination with MDOT bureaus and external partners, this position plays a critical role in maintaining consistent, feasible, and strategically aligned project development. Through these responsibilities, it ensures OMP's ability to successfully deliver major projects across the state.

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's degree in civil engineering is 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:

Knowledge of:

- Civil engineering principles, major project constructability, construction methods, staging, phasing, and feasibility analysis.
- MDOT standards, specifications, contract provisions, and alternative delivery methods such as DB, Progressive DB, and CMGC.

Ability to:

- Interpret and integrate CSR outputs, schedules, cost estimates, NEPA requirements, and resource constraints into feasible engineering direction.

Skills in:

- Leading cross-disciplinary teams, resolving technical conflicts, and coordinating deliverables across CSR, NEPA, procurement, design, and construction.
- Analytical and problem-solving abilities are needed to identify constructability risks and recommend effective mitigation strategies. Effective communication and collaboration are essential for working with MDOT bureaus, FHWA, consultants, contractors, and industry partners.

- Managerial abilities are required for supervising staff, assigning workload, evaluating performance, and ensuring compliance with civil service rules and labor agreements.
- Organizational and strategic thinking skills to establish engineering processes, maintain consistency, and support informed project-delivery decision-making.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a registered professional engineering license as required by the State of Michigan and must maintain throughout the appointment of this position.

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.

ASHLEY PARSONS 10/1/2026

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**