

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

Position Code 1. ENGRASTE22R
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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) Highway Operations
4. Civil Service Position Code Description ENGINEERING ASSISTANT-E	10. Division Metro Region
5. Working Title (What the agency calls the position) Engineering Assistant	11. Section Oakland TSC
6. Name and Position Code Description of Direct Supervisor TRAVIS, BRIAN M; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor SWANSON, LORI; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 800 Vanguard Drive, Pontiac, MI / M-F 7:00a-3:30p (hours may vary)

14. General Summary of Function/Purpose of Position

This position assists the Construction Engineer in oversight for the Oakland Transportation Service Center (TSC) Construction Program to ensure compliance with federal, state and local rules and regulations. Perform technical support activities, including materials sampling, testing, and perform construction work item calculations. Perform data collections using Global Positioning System (GPS) and related digital equipment to document field activities.

This position requires possession of a valid driver's license to perform field inspections, materials sampling and testing.

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: 90

Assist the Construction Engineer in oversight for the Oakland TSC Construction Program to ensure compliance with federal, state and local rules and regulations Provide technical support to ensure project meet Federal and State requirements within areas covered by Oakland TSC.

This duty requires possession of a valid driver's license to perform field inspections, materials sampling and testing.

Individual tasks related to the duty:

- Assist in preparing estimates and studies for TSC programs.
- Utilize Department provided GPS equipment to collect data and verify information during assigned activities.
- Assist in the inspection, sampling, and/or testing of construction materials.
- Assist Michigan Department of Transportation (MDOT) technical staff in surveying and inspection.
- Provide support to inspection staff during the setup and take down of temporary traffic control devices on assigned construction projects.
- Assist Metro Region construction and technology crews with gathering data.
- Aid Construction Engineer in the administration of complex construction and consultant contracts.
- Assist Construction Engineer with maintaining the Statewide Warranty Administration Database (SWAD).

Duty 2

General Summary:

Percentage: 10

Other Duties as assigned.

Individual tasks related to the duty:

- Continuous training.
- 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.

Routine, non-complex technical decisions necessary to carry out the mission of the Department.

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

When there is a deviation from an established procedure or when new situations arise which have not been dealt with before.

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.

Traversing various types of terrain including moving up and down roadway slopes during grade inspections, transporting up to 50 pounds, moving in and out of traffic while performing project oversight, climbing under bridges, over water, wading in water to probe footings, and continually working near heavy traffic occurs almost daily. Moving around in an office setting including extensive use of a computer. This position requires possession of a valid driver's license. 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.

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. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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 assists the Construction Engineer in oversight for the Oakland TSC Construction Program to ensure compliance with federal, state and local rules and regulations. Perform technical support activities, including materials sampling, testing, and perform construction work item calculations. Perform data collections using GPS and related digital equipment to document field activities.

This position requires possession of a valid driver's license to perform field inspections, materials sampling and testing.

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 Oakland TSC provides customer service to the public, contract counties, and municipalities located within the state of Michigan, primarily in Oakland County. This includes construction contract administration, assisting with the design of road and bridge plans, coordinating construction projects, developing, and maintaining traffic, and evaluating and inspecting bridges and culverts. Actively participate in all local government and transportation issues. This position works with the Construction Engineer to ensure project requirements from the Federal Highway Administration (FHWA) are met. This results in timely payments for completed work and verify all documentation of the completed work is per the specifications. This position also ensures the final process is timely and correct to ensure federal funding of construction projects.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Engineering Assistant 6

No specific type or amount is required.

Engineering Assistant 7

One year of experience equivalent to an Engineering Assistant 6.

Engineering Assistant E8

Two years of experience equivalent to an Engineering Assistant, including one year equivalent to an Engineering Assistant 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of:
 - terminology and subject matter in the area of work to be performed.
 - office equipment or materials used in the work.
- Ability to:
 - use a computer.
 - follow oral and written instructions.
 - learn the work of the agency.
 - communicate effectively with others.
 - maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of one of the following certifications or possession within 24 months of hire and must maintain throughout employment:
 - Bituminous (Hot Mix)
 - Concrete
 - Density

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

10/18/2025

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