

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

Position Code

1. ENGRASTE37R

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 Detroit TSC
6. Name and Position Code Description of Direct Supervisor WILCOX, ANDREA L; ENGINEER MANAGER LICENSED-4	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor GARZA, JASON M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1060 W. Fort St. Detroit MI 48226 / 7:30am-4:30pm M-F (hours may vary)

14. General Summary of Function/Purpose of Position

This position assists the Transportation Service Center (TSC) in oversight of the construction program and maintenance projects to ensure compliance with federal, state, and local rules and regulations. Assist with quality inspection of construction work to ensure that highways, bridges, and related transportation facilities are constructed in accordance with the plans and specifications. Prepare Inspection Daily Reports and electronic project records to support the construction quality assurance effort. Perform engineering technical support activities, including materials sampling, testing, and construction work items calculations.

This position requires possession of a valid driver's license to perform field inspections.

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

Field Inspection - Assist in the quality assurance inspection of construction work and in the monitoring construction activities for contract compliance.

This duty requires possession of a valid driver's license to perform field inspections.

Individual tasks related to the duty:

- Assist in the inspection, sampling, and/or testing of construction materials.
- Assist Michigan Department of Transportation (MDOT) Technical staff in surveying and inspection.
- Aid TSC Unit Managers in the administration of consultant contracts.
- Assist in inspecting construction projects, ensuring work is completed per specification, ensuring proper certifications of materials, maintaining records and preparing daily reports.
- Assist in preparing project maintenance of traffic and perform project review of work zone safety.

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; moving under bridges, over water, and wading in water to probe footings; moving in and out of traffic while performing project oversight and continually working near heavy traffic; transporting up to 20 pounds. Moving around in an office setting including operating a computer for long periods of time. 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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> 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 TSC in oversight of the construction program and maintenance projects to ensure compliance with federal, state, and local rules and regulations. Assist with quality inspection of construction work to ensure that highways, bridges, and related transportation facilities are constructed in accordance with the plans and specifications. Prepare Inspection Daily Reports and electronic project records to support the construction quality assurance effort. Perform engineering technical support activities, including materials sampling, testing, and construction work items calculations.

This position requires possession of a valid driver's license to perform field inspections.

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 TSC covers the City of Detroit area which provides customer service to the public, contract counties, and municipalities. This position supports the quality assurance efforts of the Detroit TSC's staff, to ensure that roads and bridge plans, coordinating construction projects, developing and maintaining traffic, and evaluating and inspecting bridges are built in compliance with the contract requirements. We serve the public by making sure the contractors hired by MDOT follow the contract signed with MDOT.

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 1 of the following certifications or possession within 24 months of the date of hire into the position and must maintain throughout employment:
 - Aggregate
 - Density
 - Bituminous
 - Concrete

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

11/4/2025

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