

**State of Michigan
Civil Service Commission**

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

Position Code

1. FACENGEA13R

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 Field Services (BFS)
4. Civil Service Position Code Description FACILITIES ENGINEER-E	10. Division Transportation Systems Management and Operations (TSMO)
5. Working Title (What the agency calls the position) Facilities Engineer	11. Section
6. Name and Position Code Description of Direct Supervisor HILDRETH, BRANDON L; ENGINEER MANAGER LICENSED-3	12. Unit Facilities Services
7. Name and Position Code Description of Second Level Supervisor SEVIGNY, DIANE L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing MI 48917 / 8AM-5PM M-F/hours-work location may vary

14. General Summary of Function/Purpose of Position

This position serves as facilities engineer for Michigan Department of Transportation (MDOT) Facilities Services unit; assists the Facilities Unit Manager as a technical resource and liaison responsible for performing and overseeing a variety of assignments to carry out the remodeling, renovation, or maintenance of buildings or facilities. Serves as a facilities engineer/project manager resource responsible for performing inspection on construction, repair, renovation, and facilities maintenance projects which may have structural, architectural, mechanical, electrical, plumbing, or heating, ventilation, air conditioning components. Participates in a variety of meetings, including but not limited to: pre-bid; post bid interviews; project status/construction review; punch list; and project close-out meetings. Performs recordkeeping; develops and maintains electronic project files. Assists with facility condition assessments. This position requires possession of a valid driver's license to perform inspections and project management statewide. Travels via MDOT pool vehicle to all regions within the State to perform duties. Some overnight travel may be required.

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: 70

Performs and oversees a variety of assignments to carry out the remodeling, renovation, or maintenance of buildings or facilities. This duty requires possession of a valid driver's license to perform inspections and project management statewide.

Individual tasks related to the duty:

- Designs facilities improvement, repair, and/or renovation projects.
- Supports facilities projects by monitoring cost, schedule, and construction activities.
- Inspects materials, workmanship, and architectural, mechanical, and electrical installations for conformance to plans and specifications.
- Routinely performs a variety of mathematical calculations such as electricity amperage requirements, amount of physical materials needed, size of project space, etc. to determine and verify a variety of facilities repair, renovation, improvement, and construction project needs including, but not limited to, materials needs.
- Reviews a variety of construction and shop drawing formats; uses technology (Blue Beam, AutoCAD, or other architectural and engineering plan software) to access, create, review, read, examine, and create or notate construction or shop drawings as part of the construction, repair, or renovation process.
- Participates in a variety of meeting types including scoping, pre-construction, proposal evaluation, post bid interview, pre-construction, construction progress, punch list, and project close-out meetings.
- Discusses plans, specifications, and work schedules with contractors. Makes recommendations to supervision and resolves problems associated with projects.
- Participates in and assists with procurement processes, contract award processes, and complies with the Michigan Procurement Policy Manual guidelines and regulations.
- Conducts regular and periodic inspections of work in progress and advises construction supervisors and contractors on interpretation of plans and specifications. Documents findings, communicates, makes recommendations, and maintains records for each project.
- Communicates with and apprises supervision of project status, discusses change orders as needed, and ensures project budgets are clear with any budget changes approved according to established protocols and levels of authority prior to obligation of funds.
- Assists supervisor in the evaluation of contracts/bids/proposals and make recommendations for award ensuring alignment with the state's and department's purchasing procedures.
- Reviews pay applications, bills and invoices from contractors to ensure goods/services were received and make recommendations for payments to supervision.
- Communicates with internal customers, vendors, coworkers, and supervisor through a variety of means – in writing, electronically, in-person, via telephone, on a regular basis.

Duty 2

General Summary:

Percentage: 20

Follows established procedures and guidelines to conduct facility assessments and facility condition inspections, which includes gathering and recording information, regarding the evaluation of building conditions.

Individual tasks related to the duty:

- Works with coworkers and supervisor to conduct facility inspections of existing facilities to ascertain their condition and prepare reports depicting the condition and any deficiencies observed. Assists coworkers and supervisor with development of scope necessary for repairs, such as deterioration and damage of building components. Assists with development of estimated costs of repairs.
- Follows established procedures, protocols, templates for record keeping.
- Travels, via MDOT pool vehicle, statewide, for project management and to perform facility inspections.
- Completes various forms, electronic databases, and reports providing data relevant to MDOT's facilities asset management program and strategic facilities plan.
- Uses reference guides and reference material, as well as existing and growing knowledge of building codes, regulations, and requirements to identify and report critical areas of needs for MDOT facilities.

Duty 3

General Summary:

Percentage: 10

Participates in ongoing professional development and various meetings.

Individual tasks related to the duty:

- Participates in regular professional development opportunities.
- Attends and participates in unit and division meetings sharing and receiving information on a variety of organizational topics.
- Performs general functions including but not limited to timekeeping, project status update reports, travel reimbursement requests, etc., in an accurate and timely manner.
- 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.

Resolves day-to-day facilities project management issues. Discerns and uses independent judgement to keep supervision apprised of project status within dynamic situations.

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

Decisions that exceed the authority delegated to this position. Decisions that require a change in budget or additional scope of assigned projects. Decisions that could compromise department policy or credibility or have no precedence. Decisions impacting budgetary and operational issues. Decisions that are regulatory in nature.

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.

Facility inspections require the ability to travel, traverse irregular terrain, climb a 28-foot ladder, maneuver on roof surfaces and may include exposure to noise, dirt, dust, odors in all weather conditions. The ability to transport up to 60 pounds. Typical duties associated with an office environment including extensive use of a computer. This position requires possession of a valid driver's license to perform inspections and project management statewide. Overnight travel may be required. 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. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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 serves as facilities engineer for Michigan Department of Transportation (MDOT) Facilities Services unit; assists the Facilities Unit Manager as a technical resource and liaison responsible for performing and overseeing a variety of assignments to carry out the remodeling, renovation, or maintenance of buildings or facilities. Serves as a facilities engineer/project manager resource responsible for performing inspection on construction, repair, renovation, and facilities maintenance projects which may have structural, architectural, mechanical, electrical, plumbing, or heating, ventilation, air conditioning components. Participates in a variety of meetings, including but not limited to: pre-bid; post bid interviews; project status/construction review; punch list; and project close-out meetings. Performs recordkeeping; develops and maintains electronic project files. Assists with facility condition assessments. This position requires possession of a valid driver's license to perform inspections and project management statewide. Travels via MDOT pool vehicle to all regions within the State to perform duties. Some overnight travel may be required.

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 MDOT Facilities Engineering unit is responsible for administering and overseeing facilities maintenance, design, and construction, including renovations. This unit works with delegated authority from DTMB for architectural, engineering, and construction activities for state owned facilities. The work of this unit occurs over seven (7) Regions, Lansing Bureaus, and Divisions, and other MDOT entities. MDOT has over 300 facilities and this position is responsible for facility assessments, project management, technical engineering, and inspection and oversight related to MDOT facilities. This position also serves as a facilities unit representative and liaison and is responsible for the coordination, organization, evaluation, and recommendations for facility projects in the capital outlay and supports decisions related to the special maintenance call-for-projects and strategic plan.

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:

Facilities Engineer 9

No specific type or amount is required.

Facilities Engineer 10

One year of professional engineering experience involved in the construction, remodeling, and maintenance of buildings and facilities equivalent to a Facilities Engineer 9.

Facilities Engineer P11

Two years of professional engineering experience involved in the construction, remodeling, and maintenance of buildings and facilities equivalent to a Facilities Engineer, including one year equivalent to a Facilities Engineer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- engineering principles/practices of facilities engineering; standards, codes, and regulations pertaining to construction and maintenance of facilities
- modern material, methods, and techniques of design, construction, installation, and maintenance of facilities
- development and use of contracts, estimates, and specifications
- elements of cost in construction and maintenance including the determination of unit record costs
- building construction processes/procedures, equipment, tools, materials, and their application
- state, national, and local building codes/standards
- inspection/investigation techniques

Ability to:

- prepare contracts and specifications
- make engineering designs and prepare complete plans for projects
- read and interpret blueprints, plans, drawings, and specifications
- analyze cost of construction projects
- determine compliance of structures with specifications
- learn and utilize computer aided design
- maintain records and prepare reports/correspondence related to the work
- use computers/software to maintain records and prepare technical reports
- communicate effectively with others; and maintain favorable public relations

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

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

8/18/2025

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