

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Field Services (BFS)
<b>4. Civil Service Position Code Description</b> Facilities Engineer-E	<b>10. Division</b> Transportation Systems Management and Operations (TSMO)
<b>5. Working Title (What the agency calls the position)</b> Facilities Engineer	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Facilities Services
<b>7. Name and Position Code Description of Second Level Supervisor</b> SEVIGNY, DIANE L; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 8885 Ricks Road, Lansing MI 48917 / 8AM-5PM M-F/hours-work location may vary via AWS
<b>14. General Summary of Function/Purpose of Position</b> This position serves as facilities engineer for 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. 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**

Perform and oversee a variety of assignments to carry out the remodeling, renovation, or maintenance of buildings or facilities.

**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 appries 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**

Follow 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.**

Frequent travel by passenger vehicle, sitting/driving for extended periods of time. Frequent travel to project sites to review and document work in progress. Ability to travel and maneuver while performing the duties associated with this job. Ability to travel with overnight stays on occasion.

Performs site visits in a variety of weather conditions, assessing and documenting facility and facility components condition factors and documenting conditions found.

Ability to stand, walk, bend, crawl, climb to perform the duties associated with this job. Ability to see, feel surfaces by touch, to perform visual inspections of a variety of facilities and facilities components.

Extended periods of time at a computer.

Work may be performed in an office or field location throughout the state and may require movement from one location to another as well as exposure to working in construction and adverse weather conditions.

Ability to lift, carry, and climb a 60 pound, 28-foot ladder.

Ability to maneuver over uneven terrain, active construction, outdoors in varying weather conditions.

Ability to maneuver on roof surfaces, to withstand warm or cold temperatures for some duration of time. Ability to occupy and withstand warm temperatures and potential odors in mechanical areas of facilities for some duration of time.

Ability to effectively communicate with a wide variety of diverse stakeholders, both internal and external to the organization, in a variety of means on an ongoing basis.

**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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | 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 serves as facilities engineer for 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. 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; and inspection/investigation techniques. Ability to prepare contracts and specifications; make engineering designs and prepare complete plans for projects; and read and interpret blueprints, plans, drawings, and specifications. Ability to 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.

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
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