

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. ENGLMGR2

**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> MIL AFFR CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> MI ARMY NATIONAL GUARD (MIARNG)
<b>4. Civil Service Position Code Description</b> Engineer Manager Licensed-2	<b>10. Division</b> CONSTRUCTION & FACILITIES MANAGEMENT OFFICE (CFMO)
<b>5. Working Title (What the agency calls the position)</b> Civil Engineer Manager	<b>11. Section</b> DESIGN
<b>6. Name and Position Code Description of Direct Supervisor</b> JORGENSEN, JON D; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> CFMO
<b>7. Name and Position Code Description of Second Level Supervisor</b> HOUSE, SCOTT; NONSTATE SUPERVISOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3423 N MARTIN LUTHER KING JR; LANSING, MI 48906 / 7:45 A.M. TO 4:30 P.M. M-F

**14. General Summary of Function/Purpose of Position**

This position serves as a first-line manager of professional engineers within the CFMO Design Section, with responsibility for managerial functions (staffing, scheduling, assigning and reviewing work, conducting service ratings, approving time and leave, training and staff development, and ensuring compliance with EEO and labor relations requirements). The position is also responsible for directing and personally performing civil engineering design work, primarily using AutoCAD Civil 3D, reviewing plans, providing field oversight, and serving as the engineer of record to seal and approve civil engineering documents. The position requires Michigan PE licensure and reports directly to the Design Manager (SAM-15).

**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**

Lead and supervise professional engineering staff to deliver CFMO design priorities.

**Individual tasks related to the duty:**

- Assign and balance workloads; set priorities and schedules.
- Review and approve staff work products for compliance with standards and codes.
- Complete and sign service ratings; provide coaching, feedback, and formal written counseling
- Approve time and leave.
- Identify training needs; develop staff through mentoring and professional development.
- Ensure compliance with equal employment opportunity and labor relations requirements
- Substantial and regular driving throughout the State of Michigan.

**Duty 2**

**General Summary:**

**Percentage: 30**

Direct and personally perform civil engineering design tasks.

**Individual tasks related to the duty:**

- Oversee staff preparation of civil design drawings, calculations, and reports.
- Use AutoCAD Civil 3D for site grading, drainage, stormwater, utilities, and roadway design.
- Serve as the responsible engineer in charge for civil engineering work and seal documents as required by Michigan PE licensure.
- Resolve technical issues and approve corrective actions within delegated limits.

**Duty 3**

**General Summary:**

**Percentage: 10**

Provide field presence to verify quality, compliance, and safety.

**Individual tasks related to the duty:**

- Conduct site visits and review construction progress.
- Verify conformance of grading, drainage, utilities, and pavements with plans and standards.
- Review test results and materials data; direct staff in documenting deficiencies and verifying corrective actions.
- Ensure safety protocols are enforced during field activities

**Duty 4**

**General Summary:**

**Percentage: 10**

Represent civil engineering perspective in CFMO projects.

**Individual tasks related to the duty:**

- Communicate project status and engineering issues to the Design Manager (SAM-15).
- Participate in meetings with internal CFMO staff, architects, and engineers.
- Provide civil engineering input during project planning and design coordination
- 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 assigns and schedules engineering staff to projects, approves staff work products, and makes routine civil engineering design decisions. The incumbent approves leave requests and service ratings, provides written counseling and coaching, and determines technical approaches and design methods within established codes and standards. The Engineer Manager also directs corrective actions during construction when issues fall within delegated authority. These decisions directly affect staff performance, project scope and schedule, contract compliance, and customer satisfaction

- Assign and schedule engineering staff to projects.
- Approve staff work products and routine civil engineering design decisions.
- Approve leave requests, time, and service ratings.
- Provide written counseling and coaching.
- Determine technical approaches and design methods within established codes and standards.
- Direct corrective actions during construction when issues are within delegated authority.

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

Supervisor review is required for changes to project scope, budget, or schedule beyond delegated limits, for exceptions to standards or code interpretations with significant risk, and for all formal disciplinary actions. The Design Manager must also review major contract changes, claims, or disputes, program-level policy interpretations, and issues with substantial financial, legal, or political implications.

- Changes to project scope, budget, or schedule beyond delegated limits.
- Exceptions to standards or code interpretations with significant risk.
- Formal disciplinary actions.
- Major contract changes, claims, or disputes.
- Program-level policy interpretations.
- Issues with substantial financial, legal, or political implications.

**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.**

- Office/Computer Work: 3–6 hours per day at a computer for design and documentation, including AutoCAD Civil 3D.
- Field Inspections: 1–3 days per week, 2–6 hours per day, walking or standing on uneven terrain and in partially completed structures.
- Climbing/Accessing Heights: Ladders, scaffolds, or rooftops 1–2 times per week, 15–30 minutes each occurrence.
- Confined Spaces: Crawlspace, mechanical areas, or utility structures as needed, typically 30–60 minutes per week.
- Driving: 1–4 hours per field day driving long distances to reach remote work locations possibly in inclement, unpredictable weather conditions
- Lifting/Carrying: Plans, laptops, and equipment up to 30 pounds occasionally.
- Environmental Exposure: Weather, dust, noise, and construction hazards during site visits. PPE required on field days.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	BUILDING CONSTRUCTION SUPT-A 12		BUILDING CONSTRUCTION SUPT-A 12
	BUILDING CONSTRUCTION SUPT-A 12		BUILDING CONSTRUCTION SUPT-A 12

**Additional Subordinates**

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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, manager created PD.

**23. What are the essential functions of this position?**

- Supervise and develop engineering staff through assignments, evaluations, and coaching.
- Direct and personally perform civil engineering design work using AutoCAD Civil 3D.
- Serve as engineer of record and seal civil engineering documents prepared under supervision.
- Provide field oversight to ensure compliance with civil design requirements and safety standards.
- Coordinate with CFMO staff and project stakeholders to deliver projects that meet scope, schedule, and quality objectives.
- Required regular and substantial driving throughout Michigan.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New Position

**25. What is the function of the work area and how does this position fit into that function?**

The CFMO Design Section provides design and technical support for Michigan Army National Guard facilities statewide. This position is the first-line supervisory civil engineering role and reports directly to the Design Manager (SAM-15). It manages engineering staff and contributes technical expertise to ensure facility projects are delivered on time, within budget, and in compliance with applicable standards. The Engineer Manager Licensed 13 acts as both a manager of staff and a working engineer, linking technical production with organizational leadership.

**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:**

**Engineer Manager-Licensed 13**

Four years of professional experience equivalent to an Engineer, including two years equivalent to an Engineer P11 or one year equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager–Licensed 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of civil engineering principles, grading, drainage, utilities, pavements, hydrology, and hydraulics.
- Proficiency in AutoCAD Civil 3D for surfaces, alignments, corridors, and pipe networks.
- Knowledge of codes and standards applicable to civil/site design, including state building codes and Unified Facilities Criteria.
- Knowledge of supervisory techniques, performance evaluation methods, and labor relations.
- Ability to assign, review, and evaluate staff work; conduct service ratings; and provide coaching.
- Ability to communicate effectively, prepare technical correspondence, and maintain professional relationships with staff and stakeholders.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Licensed Professional Engineer (PE) in the State of Michigan.

The ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

The ability to maintain a Driver's License.

**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.***

\_\_\_\_\_  
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