

State of Michigan
Civil Service Commission

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

Position Code

1. ENGLMGR3

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 Engineer Manager Licensed-3	10. Division University Region
5. Working Title (What the agency calls the position) Projects & Contracts Administration Engineer	11. Section Lansing TSC
6. Name and Position Code Description of Direct Supervisor LOSCH, GREGORY M; STATE ADMINISTRATIVE MANAGER-1	12. Unit Projects & Contracts Administration
7. Name and Position Code Description of Second Level Supervisor PARKER, DEMETRIUS; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Rd., Lansing, MI 48906 / 7:00-4:30 Mon- Fri (Hours may vary)

14. General Summary of Function/Purpose of Position

Functions as a first-line manager of a complex work area and is responsible for overall program delivery and coordinating the project management and contract administration for the scoping, design, public engagement, and construction of projects within the Transportation Service Center (TSC), while maintaining alignment with the other TSCs, regions and central office. This position is charged with managing schedules and meeting deadlines, meeting our customer's needs, resolving complex issues to ensure successful outcomes, project and program implementation, negotiating agreements, managing complex projects, and managing budgets and ensuring continued operations for delivery of MDOT's transportation projects and programs. This position is also responsible to ensure the technical and personal development of employees and their commitment to customer service. This position will align work, actively practice and promote the MDOT leadership standards of excellence, including putting people first, providing professional excellence, acting with character and integrity, being visionary and ensuring positive outcomes.

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: 55**

Manage TSC transportation processes associated with the development and delivery of the department's transportation capital improvement programs, in concert with the other TSC's, the region and Lansing.

Individual tasks related to the duty:

- Oversee and supervise staff members that perform project management duties for the scoping, design, and construction phases of projects assigned to the TSC, with a "people first" mentality. Perform project manager responsibilities for complex projects assigned to the TSC.
- Ensure that all project phases and deliverables are completed on time, within budget and the approved scope.
- Represent the TSC within the Region Program Development Process and Call for Projects to identify TSC area system needs and priority recommendations.
- Serve as the main TSC resource regarding design and construction standards, specifications and professional engineering principles and practices, and contracting processes pursuant to MDOT, American Association of State Highway and Transportation Officials (AASHTO) and Federal Highway Administration (FHWA).
- Pursue funding opportunities from appropriate sources to solve tactical transportation issues within the TSC area. Understand and utilize the various funding sources, programming processes, and contracting methods.
- Understand and resolve technology issues associated with the implementation and operation of TSC communications; coordinate computer and software needs necessary for the associated business processes.
- Oversee and facilitate local agency, community participation, and public engagement throughout the project development and delivery processes.
- Complete design activities which include producing logs, plans and contracts for maintenance funded projects.
- Promote and apply the MDOT leadership standards of excellence, including putting people first, providing professional excellence, acting with character and integrity, being visionary and ensuring positive outcomes.

Duty 2

General Summary: **Percentage: 20**

Build, strengthen and maintain TSC external customer base.

Individual tasks related to the duty:

- Initiate and maintain contact with local communities, partners and planning organizations to jointly review and resolve transportation issues.
- Develop and maintain strong working relationships with the contracting industry and consultant community.
- Develop and maintain a "partnering" relationship with external customers.
- Initiate and maintain contact with business organizations and the general public and seek to understand and mitigate their transportation issues.
- Assess the impact of planned construction projects and address traffic mobility, utility issues and permit related concerns.
- Proactively work in concert with the TSC manager to meet the operational needs of the external customer and negotiate agreements where appropriate.
- Continually strive to improve MDOT's image in association with the Office of Communications.

Duty 3

General Summary: **Percentage: 15**

Coordinate, assign, and train staff in conjunction with the TSC manager and TSC training coordinator.

Individual tasks related to the duty:

- In association with the TSC Manager, justify and assign staff to maximize the development and delivery of MDOT services.
- Manage staff assignments to leverage and develop core competencies of the work unit.
- Manage overtime usage and assignments, consistent with department policies, practices, and bargaining unit agreements.
- Identify training opportunities and facilitate staff training in multi-disciplinary skills to ensure cross-functionality.
- Rotate and cross train staff as necessary for staff development.
- Maintain alignment and strategic direction with the TSC manager, region and skilled specialists.
- Enhance technology use and understanding by area staff members.
- Complete timely and objective performance assessments of all employees in the section.

Duty 4

General Summary: **Percentage: 10**

Implement and administer processes and process improvements to ensure delivery of high quality products and services.

Individual tasks related to the duty:

- Utilize employee teams to improve TSC business processes.
- Encourage and mentor staff in the "MDOT House" concepts and methods.
- Measure the delivery of area products and services.
- Measure customer expectations, customer satisfaction, and internal area performance.
- Continually seek out methods and ways to improve business processes and outcomes.
- Determine cost of doing business for appropriate areas within the TSC Projects & Contracts Administration unit.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions leading to the assignment of staff to meet multiple priority deadlines are independently made by the employee in this position. Interpretation of MDOT policies and guidelines concerning standards and decisions relative to TSC project budgeting are also made independently. The employee in this position works proactively and independently with external customers to meet their most important needs. When a proposed project could result in damage to the state trunkline, construction and traffic management methods are recommended to protect the highway system and its users. Periodic, objective employee reviews are conducted and development plans are devised by the employee in this position.

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

Decisions designated for executive level approval; all personnel related matters; issues of professional and/or political controversy; decisions that require clarification of existing policy, may be in conflict with current policy or applies to an issue or area where policy is non-existent

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.

- Must be able to move about in an office or field environment; may sit at a computer for long periods of time.
- Periodic field visits may require employee to traverse variable terrain and could occur in inclement weather and heavy volumes of traffic.
- Numerous demands compete for limited available time and must be balanced to meet frequent deadlines.
- Interaction with internal and external customers, local agency partners and employees requires a professional demeanor and tactful delivery.
- Ability to travel is necessary to attend meetings.
- Hours of work may vary and extend beyond the regular work schedule, including weekends.

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>
NORWOOD, MICAH D	TRANSPORTATION ENGINEER-E P11	CRAIGMILE, ALEX	TRANSPORTATION ENG LIC SPL 2 13
MEYER, MICHAEL J	TRANSPORTATION ENG LIC SPL 2 13	BUTTERSON, WILLIAM E	TRANSPORTATION ENGINEER-A 12
HENGESBACH, AARON	TRANSPORTATION TECHNICIAN-SS 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

23. What are the essential functions of this position?

Essential duties of the position are related to overseeing direct reports in the daily management of engineering consultants contracted to perform early-preliminary, preliminary phases and construction engineering phases of projects at the TSC

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

This is a new position in the TSC needed to oversee an expanded program in this TSC area as well as Rebuild Michigan Projects across the region.

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

The TSC provides customer service to the public, business agencies, and municipalities. This position will serve as the manager for the Projects & Contracts Administration activities within the TSC, as the Project Manager of complex projects and will oversee staff which manages other projects and activities as assigned.

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 14

Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11; two years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; or, one year equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to:
 - speak and write effectively
 - work as a team member in a total quality environment
 - be proficient in both written and oral presentation skills
 - make presentations before groups
 - meet and work effectively with others
 - work independently in carrying out assignments
 - communicate all to varying segments of the public
- Knowledge of:
 - design and utility engineering principles permitting practices and policies

CERTIFICATES, LICENSES, REGISTRATIONS:

- Registered Professional Engineer License in State of Michigan
- Valid 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.

STACI ERICKSON

10/5/2021

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