

## 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> Highways
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENGINEER-A	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Utilities and Permits Engineer	<b>11. Section</b> Macomb TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> SINGER, SCOTT; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Operations
<b>7. Name and Position Code Description of Second Level Supervisor</b> BUCKNER, DREW L; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 26170 21 Mile Rd. Chesterfield, MI 48051 / Mon-Fri, 7:30 a.m.-4:30 p.m. (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>  This position functions as the recognized resource for Utility and Permits for the Macomb Transportation Service Center (TSC). This position coordinates the necessary adjustment and/or relocation of utility facilities anticipated to be impacted by the project construction. This employee also reviews and approves permit applications from individuals, businesses, utility companies, and public sector entities who seek to perform work, conduct activities, or affect partial or full closure of roadways within MDOT right-of-way. Responsibilities include providing expertise, advice, and consultation to utility owners, the TSC permit agent and staff, design and construction engineers, consultants, contractors, and other customers to ensure that the proposed work is in compliance with the specifications, policies, standards, and regulations of the department. This employee serves as a liaison between designers and utility owners facilitating effective communication in resolving complex issues and is responsible for providing the final utility clearance for assigned MDOT projects. Responsibilities include maintenance of project and permit records, records of communications, and other relevant information regarding MDOT project utility coordination and right-of-way permit operations	

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**

Administer the construction permits process and the construction permits program within the TSC.

**Individual tasks related to the duty:**

- Review and provide guidance on permit applications as referred by the construction permit technician. Provide guidance and expertise to facilitate the timely resolution of issues and timely permit issuance.
- Review and facilitate resolution of complex permit related issues using the specifications, policies, standards, laws, and regulations of the department. Keep TSC leadership informed on politically sensitive permits and issues.
- Review all engineering calculations submitted as part of the permit submittal (including drainage analyses) for accuracy and adherence to proper procedures.
- Provide final review of all permit packages and final sign-off for permit issuance.
- Provide guidance to the construction permit technician, transportation maintenance coordinator, and others who may be assigned to perform construction permit inspection.
- Oversee the TSC permit issuance process and recommend improvements as warranted.

**Duty 2**

**General Summary:**

**Percentage: 30**

Functioning as the recognized resource, administer utility coordination projects and the utility coordination program within the Macomb TSC.

**Individual tasks related to the duty:**

- Coordinate plans and facilitate information exchange between project designers and utility owners for the adjustment and/or relocation of utility facilities anticipated to be impacted by the project construction.
- Evaluate responses from utility owners and review in collaboration with designers; monitor for possible utility conflict with proposed MDOT project construction.
- Review and analyze design plans at all stages in conjunction with project designers to verify accuracy in depicting existing utilities and including necessary utility information and utility adjustments and/or relocations as agreed by all parties.
- Arrange and conduct Utility Coordination meetings to resolve conflict with utilities to ensure delivery of design requirements are in accordance with MDOT policies and procedures.
- Prepare and provide utility coordination proposal notices and provisions; assure that all utility issues are resolved or sufficiently addressed within the project design and provide the notices, provisions, and the utility clearance document to design project managers within the appropriate time frames to meet design and letting schedules.
- Facilitate and monitor timely submittal, review, and issuance of permits for project related utility work to avoid negative impacts on the project construction schedule.
- Coordinate utility related issues during construction as needed.

**Duty 3**

**General Summary:**

**Percentage: 15**

Update and maintain project utility coordination documentation and progress information. Provide and facilitate communications with utility owners and permit customers as needed.

**Individual tasks related to the duty:**

- Maintain project files for all utility coordination activities. Update and maintain records of all utility information receipts and transmittals and related correspondence.
- Organize and facilitate partnering meetings with area utility owners and high-volume permit customers.
- Utilize department information management systems (Utility Relocation Tracking System, Construction Permit System, etc.) to document project and permit information and to monitor progress

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Positively and appropriately represent the TSC and department at various meetings.
- Build and maintain positive relationships between MDOT and external stakeholders including utility owners, permit customers, local communities, and the consultant industry.
- Actively participate in the Metro Region Utilities and Permits business team and implement process improvements.
- Assist other TSCs with similar and related duties

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

Decisions that involve the application of standard MDOT utility coordination and permit administration practice or procedures, and decisions based on engineering principles and practices consistent with MDOT and Federal Highway Administration (FHWA) standards and guidelines.

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

Decisions designated for executive level approval; issues of professional and/or political controversy; decisions that require clarification of existing policy and/or may be in conflict with current policy or applies to an issue or area where policy is nonexistent; conflicts in engineering standards, practices, or legal requirements.

**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. Ability to travel is necessary to attend meetings. Hours of work may vary and extend beyond the regular work schedule.

**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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?**

The employee in this position coordinates the necessary adjustment and/or relocation of utility facilities anticipated to be impacted by the project construction, and reviews and approves permit applications from entities who seek to conduct activities within MDOT right-of-way. This employee functions as a recognized resource who provides expertise, advice, and consultation to utility owners, the TSC permit agent and staff, customers, and others to ensure that the proposed work is in compliance with the specifications, policies, standards, and regulations of the department.

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

The Position description updated to reflect current department nomenclature.

**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 includes review and issuance of permits, resolving complex traffic and safety issues, developing maintaining traffic plans, administering consultant design and construction engineering service contracts, coordinating construction projects, and evaluating road and bridge facilities within the TSC area. This position is critical to the TSC's effectiveness in delivering the area road and bridge program and other transportation services to our customers and will enhance our ability to deliver projects within the appropriate scope, budget, and schedule.

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:**

**Transportation Engineer 12**

Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer P11.

**Alternate Education and Experience**

**Transportation Engineer 9 - 12**

Possession of a registered professional engineer license as required by the State of Michigan may be substituted for 6 months of experience at the Transportation Engineer 9-12 levels. This substitution may only be used once for any employee for qualification of appointment or early reclassification.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

General knowledge related to design and construction of highway roads and bridges. Ability to make independent decisions, work in a team atmosphere, and communicate effectively. Effective organizational skills and basic computer knowledge is required.

**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.*

STACI ERICKSON

12/6/2021

\_\_\_\_\_  
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