

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. TRAENGE
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## 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> Highway Operations
<b>4. Civil Service Position Code Description</b> Transportation Engineer-E	<b>10. Division</b> Southwest Region
<b>5. Working Title (What the agency calls the position)</b> Assistant Construction Engineer, LAP	<b>11. Section</b> Marshall TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> TAKACS, NATHAN; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Construction
<b>7. Name and Position Code Description of Second Level Supervisor</b> KREMER, ANNJANETTE M; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 15300 West Michigan Avenue, Marshall, MI 49068 / 7:00 a.m. - 3:30 p.m. Mon-Fri (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>  This position serves as a Transportation Engineer at the Marshall Transportation Service Center (TSC). This position assists the Construction Engineer and unit in the management of construction projects as well as the TSC local agency construction program. This position also assists with various TSC activities such as utilities, pavement warranties, Work Zone Safety and contract administration. This position requires possession of a valid driver's license to perform field reviews.	

**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: 45**

Assists the TSC Construction Engineer and unit in the management of construction projects. This duty requires possession of a valid driver's license to perform field work and reviews.

**Individual tasks related to the duty:**

- Provides assistance in the management of assigned aspects involved in the delivery of contractor/Michigan Department of Transportation (MDOT) construction projects.
- Drafts and reviews engineering justifications for contract documents, work orders, contract modifications and contractor performance reviews, and issues instructions to the contractors.
- Coordinates construction work with local governments, utilities, media and public.
- Ensures contractor compliance with project specifications and plans. Interprets plans and specifications.
- Manages multiple construction projects per year. Projects are considered simple and moderately sized of limited scope and consist of up to 100 items of work.
- Assists in the oversight of the work performed by construction technicians or consultants.
- Reviews projects for work zone quality and compliance. Makes recommendations for improvements.
- Participates in meetings with officials of contracting companies to resolve problems that arise.

**Duty 2**

**General Summary:**

**Percentage: 25**

Assists with managing the TSC local agency construction program. This duty requires possession of a valid driver's license to perform field work and reviews.

**Individual tasks related to the duty:**

- Attends local agency project grade inspection and pre-construction meetings, assists in awarding projects, provides technical assistance and support to the local agencies and their construction consultants, reviews change orders and recommendations, conducts project reviews and ensures timely closeout of the projects in assigned jurisdiction.
- Performs field reviews on active TSC local agency projects for certification acceptance.
- Ensures that there is proper quality control on projects by preparing a quality assurance program to encompass the local agency program.
- Maintains status reports for projects, extras and overruns.
- Participates in statewide local agency development and training programs.
- Performs as the TSC official Designated Representative (DR) in the management of the TSC local agency construction program, as assigned by supervisor.

**Duty 3**

**General Summary:**

**Percentage: 10**

Assists with various TSC activities.

**Individual tasks related to the duty:**

- Assists with utility coordination with the individual, private and municipal utility providers during the construction phase of projects.
- Coordinates with maintenance, development, construction traffic and planning to optimize departments infrastructure capacity.
- Participates and reviews documents in scoping projects, plan development meetings and prepares necessary design documents for the development of the five-year plan for the Marshall TSC.
- Monitors pavement warranties within the TSC. Reviews the monthly warranty reports and ensures timely warranty inspection. Keeps track of all warranty inspections.
- Enters warranty information into the Statewide Warranty Administration Database (SWAD). Works with the Construction Engineer and the contractor to address pavement warranties that need corrective action.

**Duty 4**

**General Summary:**

**Percentage: 10**

Implements and monitors the effectiveness of the Work Zone Safety and Mobility Policy on assigned projects.

**Individual tasks related to the duty:**

- Reviews the traffic management plan (TMP) and the project constructability during the development phase of the project.
- Ensures that staff understand the Work Zone Safety and Mobility Policy so they can effectively monitor and document the TMP. Reviews staff's documentation of the TMP.
- Reviews the proposed temporary traffic control plan (TCP) for each project stage.
- Works with the contractor and the TSC Traffic & Safety Engineer to understand the capacity analysis and how staging plans affect the variables of traffic volume, travel time and level of service.
- Works with the contractor to develop, monitor, adjust and document the internal TCP to minimize delay and improve work zone safety.
- Ensures MDOT's safety program, including required training, is provided to employees. Coordinates with employees MDOT's accident prevention program and ensures a copy is available at the worksite.

**Duty 5**

**General Summary:**

**Percentage: 5**

Tracks and maintains construction equipment inventory and calibration records.

**Individual tasks related to the duty:**

- Makes periodic inspections of equipment. Tracks inspection supply inventories, equipment calibration records and training in proper testing methods.
- For assigned projects prepares and leads post construction reviews to evaluate the projects and notes suggestions for future projects.

**Duty 6**

**General Summary:**

**Percentage: 5**

Performs other duties as assigned by the supervisor.

**Individual tasks related to the duty:**

- Leads and exemplifies the standards of visionary, ensures positive outcomes, people first, professional excellence and character & integrity.
- Performs 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.**

Application of Department standards and rules. Recommendations for changes to plans and specifications. Cost analysis, progress scheduling, inspection and training. Work with MDOT TSC Engineers, Technicians, and Maintenance Workers.

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

Decisions which involve economic consequences or affect persons outside the TSC office. Deviation from Department policy. Decisions regarding work assignments and performance of team members and co-workers.

**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.**

Field reviews of proposed or active road/bridge construction projects require traversing irregular terrain and involves working around dirt, concrete, bituminous materials, bridges/structures, excavations and construction equipment in all weather conditions. Frequent travel to local agencies, TSC projects and meetings. Pressure to meet deadlines. Position requires possession of a valid driver's license. 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 a Transportation Engineer at the Marshall Transportation Service Center (TSC). This position assists the Construction Engineer and unit in the management of construction projects as well as the TSC local agency construction program. This position also assists with various TSC activities such as utilities, pavement warranties, Work Zone Safety and contract administration. This position requires possession of a valid driver's license to perform field reviews.

**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 Marshall TSC covers a three-county area which provides customer service to the public, contract counties, business agencies and municipalities. Marshall TSC responsibilities include coordination of construction projects, design of road and bridge projects, development of traffic plans, issuance of permits, maintenance of state trunk lines, and evaluation and inspection of bridges and culverts. It requires active participation in local transportation issues. This position assists the Construction Engineer and unit in the management of construction projects as well as the TSC local agency construction program.

**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 9**

No specific type or amount is required.

**Transportation Engineer 10**

One year of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer 9.

**Transportation Engineer P11**

Two years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

**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:**

Knowledge of:

- Department policy and legal authority.
- Engineering principles, practices, standards, and specifications.
- Field Manager software and other computer word processing, spreadsheet and database programs.
- Personal and construction safety practices.

Ability to:

- Train others.
- Meet and deal effectively with others.
- Communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver’s license is required and must maintain throughout employment in the position.

Possession of the following certifications or possession within one year from the date of hire and must maintain throughout employment:

- Certified Stormwater Operator (CSWO)
- Comprehensive Soil Erosion and Sedimentation Control (SESC) Certification

*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.***

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**Employee**

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**Date**