

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

Position Code

1.

## 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-E	<b>10. Division</b> Southwest Region
<b>5. Working Title (What the agency calls the position)</b> Utility and Permit Engineer	<b>11. Section</b> Marshall Transportation Service Center (TSC)
<b>6. Name and Position Code Description of Direct Supervisor</b> BRATSCHI, ZACKERY M; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Operations
<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 Ave, Marshall, MI 49068 / 7:30 am to 4:30 pm Monday-Friday (Hours may vary)

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

This position performs a variety of general utility and permit engineering assignments. Position assists in coordinating utility relocations and the final plan preparation.

This position requires possession of a valid driver's license to perform field work and 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: 60**

Assists the TSC Development, Operations, and Construction Staff with utility and permit engineering. Position coordinates utility relocations needed for MDOT construction projects with affected utilities and reviews engineering reports, site plans, road plans, and drainage designs to evaluate and approve or disapprove proposed ROW Permit applications.

This duty requires the possession of a driver's license to perform field work and reviews.

**Individual tasks related to the duty:**

- During planning of a project, identifies utilities in need of relocation by performing site visits or by researching existing plans, reviewing Utility Relocation Tracking System (URTS) to identify list of utility companies that may have utilities on site that are affected, and sending letters to those companies requesting them to identify where their utilities are located. Provides information to the project manager (typically Transportation Engineer Licensed Specialist 13) for design plans, schedule, and bid documents.
- Coordinates with design/construction staff and reviews utilities for projects by gathering plans, communicating with utility companies, and sharing information with design/construction teams.
- Attends utility relocation meetings.
- Reviews and recommends the approval of commercial and residential driveway applications based on spacing guidelines.
- Reviews, interprets, and approves routine permits utilizing MDOT standards (e.g., permit with a single item that needs reviewed as part of the project (e.g., residential/field driveways, storm sewer taps, utility installation at the edge of the right-of-way, utility service installations for new customers, survey requests, soil boring requests, reviewing detour plans for local agencies that will be directing traffic on the MDOT trunklines).
- Assists the Operations Engineer and Permits agent by utilizing standards, guidelines, and judgment to respond to customer requests for usage of MDOT right of way.
- Reviews engineering reports, site plans, plans, and drainage designs to evaluate and approve or disapprove proposed ROW Permit applications.
- Works with the TSC Operations Engineer and Permits Agent to approve or disapprove complex proposed ROW Permit applications.
- Reviews plans and proposals for all projects within TSC to help identify utility conflicts and recommend ways to minimize these conflicts.
- Coordinates utility relocations needed for MDOT construction projects with affected public and private utilities.
- Ensures uniformity in utility relocation needs for future construction projects and utility company requests for usage of MDOT right of way.
- Organizes and coordinates permits utilizing the most current State of Michigan online permits systems.
- Utilizes survey skills to locate utilities in the field for the purpose of identifying conflicts.
- Meets with permit applicants in the field and/or in the office to review permit applications and compliance with permits.

**Duty 2**

**General Summary:**

**Percentage: 25**

Reviews plans from department staff, local agencies, and consultants for completeness and adherence to standards. Recommends changes to design engineers. Assists construction personnel with questions. Assists the Cost and Scheduling Engineer with coordinating the final plan preparation process with other divisions, outside agencies, departments and the general public.

**Individual tasks related to the duty:**

- Reviews plans of other department staff, local agencies and consultants for completeness and adherence to current standards, specifications, and methods.
- Participates in pre-letting briefings and pre-construction meetings to explain special design features to contractors.
- Participates in post construction reviews to evaluate projects and note suggestions for future projects.
- Assists construction personnel with questions related to design plans.
- Attends plan reviews and recommend changes based on sound engineering judgment.

- Assists in preparing the five-year plan for the TSC.

### Duty 3

#### General Summary:

Percentage: 10

Builds, strengthens, and maintains the Transportation Service Center internal and external customer base.

#### Individual tasks related to the duty:

- Assists the Operations Engineer and Permits Agent in responding to questions from the general public, business organizations, village and city managers, MPO's, and rural task forces. Jointly resolve transportation issues.
- Develops a "partnering" relationship with external customers.
- Proactively meets the operational needs of the external customer.
- Continually strives to improve MDOT "image" in association with the Transportation Customer Service Representative.
- Understands and resolves technology issues associated with the implementation and operation of TSC communications, computers, and software necessary for associated business processes.
- Leads and exemplifies the standards of visionary, ensure positive outcomes, people first, professional excellence and character & integrity.

### Duty 4

#### General Summary:

Percentage: 5

Additional engineering duties as assigned.

#### Individual tasks related to the duty:

- Assists with other engineering duties in support of the TSC Operations and Development areas.
- 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.

Approval or denial of Construction Permits or Utility Relocations when in complete conformance with Department policies, procedures, and guidelines. Determine when input is needed from local agencies, other TSCs, or specialty resource areas.

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

When there is a need for interpretation of Department guidelines, policies, or procedures. When existing policy is unclear. When a decision may be required from the executive level; personnel matters; assistance in mitigating controversies; revision of a program schedule.

### 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.

Traversing on uneven terrain including traversing up and down roadway slopes. Transporting up to 25 pounds. Moving in and out of traffic. Traversing under bridges, wading in water, and working near heavy traffic. Moving in and around an office setting, including extensive use of a computer. Occasional overnight travel to training classes and conferences. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

### 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.      |

N

N

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 performs a variety of general utility and permit engineering assignments. Position assists in coordinating utility relocations and the final plan preparation. This position requires possession of a valid driver's license to perform field work and 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. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluation and inspection of bridges and culverts. Active participant in local transportation issues.

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.

Possession of a bachelor of science degree in civil engineering preferred.

**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:

- Engineering principles, practices, standards, and specifications.
- Engineering tools including computers and engineering workstations.
- Survey procedures and record keeping.

Ability to:

- Work as a team member.
- Meet and deal effectively with others.
- Communicate effectively.
- Work independently.
- Use initiative in carrying out assignments.
- Make presentations before groups.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Working toward professional engineering license preferred.

**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