

Position Code
1. TRAENGE

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

This position description serves as the official classification document of record for this position. Please complete this form 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	10.Division
Transportation Engineer-E	Metro Region
5.Working Title (What the agency calls the position)	11.Section
Bridge Scoping Engineer	Development
6.Name and Position Code Description of Direct Supervisor	12.Unit
LEMIEUX, TYLER C; ENGINEER MANAGER LICENSED-3	Region Bridge Unit
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
ZABEL, MARJORIE E; ENGINEER MANAGER LICENSED-4	18101 9 Mile RD; SOUTHFIELD, MI 48075/ 7:30-4:30 Mon-Fri (Hours may vary)

14. General Summary of Function/Purpose of Position

This position assists with bridge scoping and consultant contract management for bridge projects in the Metro Region. This position supports the development of bridge preservation and improvement projects by participating in detailed inspection and scoping efforts, participating in field reviews, preparing scoping documents, coordinating consultant contracts, and helping ensure alignment with Michigan Department of Transportation (MDOT) standards. The position also provides support for programming, asset management, and quality assurance efforts in coordination with Region, Transportation Service Center (TSC), and Lansing staff.

This position requires possession of a valid driver's license to perform field reviews and inspections.

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 of Duty 1 **% of Time** 35

Assist in identifying, evaluating, and scoping bridges and culverts for inclusion in the Region’s Call for Projects (CFP) and Bridge Improvement Strategy. This duty requires possession of a valid driver’s license to perform field reviews and inspections.

Individual tasks related to the duty.

- Participate in field reviews to gather data necessary for developing accurate scopes of work for full bridge scoping or detailed inspections. Make recommendations to the Region Bridge Engineer.
- Assist in utilizing consultant resources to assist in developing scoping documents, ensuring consistency with MDOT standards and timelines.
- Support coordination with statewide, Region, and TSC staff to prepare and submit CFP documentation in the required format.
- Contribute to identifying opportunities to enhance CFP documentation processes and improve scoping templates to promote efficiency and consistency across the Metro Region.
- Assist in identifying candidate structures for capital improvement, preservation, and replacement projects in coordination with road and other Region programs.
- Research historical plans, inspection reports, and field conditions to assess existing bridge and culvert conditions.
- Review Bridge Safety Inspection Reports to determine project needs and prioritize based on risk and condition. Make recommendations to the Region Bridge Engineer.
- Assist in developing scoping documents that include but are not limited to historical bridge info, inspection reviews, recommended repairs, traffic control, and cost estimates.
- Support coordination with the TSCs and Region to ensure maintenance of traffic items are practical and that accurate cost estimates are included in the scoped budget.
- Help track inspection and scoping projects to ensure alignment with programming timelines and funding strategies.
- Assist in responding to bridge emergencies, assessing and documenting structural damage, and supporting appropriate response actions as assigned.

Duty 2

General Summary of Duty 2 **% of Time** 30

Assist in managing consultant contracts related to Bridge Detailed Inspections, Bridge Project Scoping, Bridge Routine Inspections, Underwater Inspections, and Traffic Control by supporting the establishment and implementation of vendor contracts.

Individual tasks related to the duty.

- Assist as a point of contact for consultants on contract-related matters. Make recommendations to the Region Bridge Engineer.
- Support the development and management of consultant contracts for bridge inspection and scoping services, including preparing scopes of service, estimating hours and costs, and reviewing consultant proposals.
- Help coordinate the consultant selection and award process by preparing scopes of service, participating in review panels, and supporting negotiations of contract terms and schedules. Make recommendations to the Region Bridge Engineer.
- Assist in reviewing and securing signoffs on contract authorizations, amendments, and payment invoices in accordance with MDOT procedures.
- Support quality assurance and quality control reviews of consultant-prepared scoping documents and inspection reports.
- Maintain records of consultant contracts, deliverables, project status, and performance evaluations.

- Participate in meetings with consultants throughout a project contract to help ensure compliance with contract specifications.
- Monitor consultant performance to support timely delivery of quality scoping and inspection products that meet MDOT standards.

Duty 3

General Summary of Duty 3 **% of Time** 20

Assist the Region Bridge Engineer in implementing the Region’s Bridge Improvement Strategy by supporting project programming activities, including scoping, prioritization, and preparation of the Annual CFP submittal.

Individual tasks related to the duty.

- Assist the Region Bridge Engineer in identifying and prioritizing bridge and culvert needs for inclusion in the Region’s annual bridge program.
- Support preparation of the annual CFP submittal by assembling scoping documents, cost estimates, and condition data.
- Utilize MDOT systems such as JobNet and Phase Initiator to assist with project programming and track project development.
- Help analyze bridge condition data and inspection findings to recommend appropriate preservation, rehabilitation, or replacement strategies.
- Assist in preparing and submitting project concept statements and initiating project phases in JobNet and Phase Initiator, as assigned.
- Support review and processing of Bridge Change Requests in coordination with Region and TSC staff.
- Attend and contribute to scope verification meetings to ensure designers have the necessary information to proceed.
- Participate in Region Development Business Team meetings and provide technical input on bridge-related programming decisions, as assigned.
- Assist in coordinating with TSCs, Region, and Lansing staff to ensure programmed projects align with corridor strategies and statewide goals.
- Support development of long-term investment strategies by analyzing trends in bridge conditions and performance data.

Duty 4

General Summary of Duty 4 **% of Time** 10

Assist Region and TSC staff in asset management and quality control by supporting technical reviews of plans and reports and helping with training for new employees.

Individual tasks related to the duty.

- Assist Region and TSC staff with bridge scoping, programming, and asset management tasks to support the Region's Bridge Management Unit.
- Utilize MDOT proprietary systems such as MiBridge, JobNet, CTRAK, Construction Permit System (CPS), and ProjectWise to support bridge management activities and maintain accurate records.
- Help analyze bridge condition and inventory data using tools such as Geographic Information System (GIS), charts, and reports to support strategic decision-making.
- Provide support for developing asset and corridor management plans, including data analysis, report preparation, and coordination with internal and external stakeholders.
- Assist in reviewing bridge design plans and Bridge Safety Inspection Reports for accuracy, consistency, and conformance with MDOT standards.
- Participate in scope verification, plan review, and project development meetings to represent bridge management interests.
- Support coordination with Region and TSC staff to ensure bridge project designs and contract documents are complete and accurate.
- Assist with training and onboarding new employees in bridge management systems and practices.
- Help prepare and present technical information in user-friendly formats using Microsoft Office and other reporting tools.
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Duty 5

General Summary of Duty 5

% of Time 5

Perform other duties as assigned.

Individual tasks related to the duty.

- Assist the Region Bridge Engineer in monitoring bridge construction activities to help ensure post-construction inspections are completed in accordance with National Bridge Inspection Standards (NBIS) and MDOT requirements.
- Support the Property Damage Reclamation Process (PDRP) and permit reviews, as assigned.
- Assist with reviews and coordination of Requests for Action with bridge and maintenance staff.
- Provide support during construction and maintenance activities, including helping prepare punch lists and verifying completed work.
- Participate in inspection calibration meetings to maintain current knowledge of inspection standards and practices.
- Attend trainings for bridge inspections, scoping, design, and construction.
- Attend meetings as necessary.
- Perform 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.

Most decisions are made in conjunction with the Region Bridge Engineer or a Qualified Team Leader.

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

When changes in policy are required. When issues are found in the QC process. When immediate follow up is necessary.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position requires extended periods of time working on computer, traveling to meetings outside of normal working hours, periodic working outside during various types of weather. Periodic traversing uneven terrain climbing, bending, crouching, and kneeling. The ability to inspect bridges and other structures in detail periodically and use personal protective equipment in accordance with MDOT policies is required. Transporting equipment, climbing ladders, working near heavy traffic, wading in water, working from small boats, and working from aerial devices are periodically necessary for this position. 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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

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

N/A Complete and sign service ratings.

N/A Assign work.

N/A Provide formal written counseling.

N/A Approve work.

N/A Approve leave requests.

N/A Review work.

N/A Approve time and attendance.

N/A Provide guidance on work methods.

N/A Orally reprimand.

N/A 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 assists with bridge scoping and consultant contract management for bridge projects in the Metro Region. It supports the development of bridge preservation and improvement projects by leading detailed inspection and scoping efforts, field reviews, preparing scoping documents, managing consultant contracts, and ensuring alignment with Michigan Department of Transportation (MDOT) standards. This position also contributes to programming, asset management, and quality assurance efforts in coordination with Region, Transportation Service Center (TSC), and Lansing staff.

This position requires possession of a valid driver's license to perform field reviews and inspections.

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 Region Development Section is responsible for maintaining all MDOT trunkline facilities in the Metro Region which includes Macomb, Oakland, and Wayne Counties. The work area delivers the Region Bridge Development, Construction, and Maintenance programs on nearly 1,400 bridges and structures. This position serves as a resource for construction and maintenance support for programmed and reactive work which is critical to the functions of the work area.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a Bachelor's of Science in Engineering.

Possession of a Bachelor's of Science 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Engineering principles/practices/techniques used to construct, design, and maintain roads and bridges.
- Engineering office practices/procedures.

Ability to:

- Practice and promote Metro Region's Strategic Plan, Mission, Vision and Values.
- Make mathematical computations.
- Design engineering projects.
- Use engineering tools including computers and engineering workstations.
- Read and interpret engineering plans/specifications/technical reports.
- Maintain records/prepare reports.
- Maintain favorable public relations.
- Communicate effectively.
- Work as a team member.
- Set priorities.

Skill in:

- Computers.
- Organization.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.