

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
	Department of Transportation
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Highways
4.Civil Service Position Code Description	10.Division
Transportation Technician (8-9, E10)	Metro Region
5.Working Title (What the agency calls the position)	11.Section
Detroit TSC Permits Agent	Detroit TSC
6.Name and Position Code Description of Direct Supervisor	12.Unit
JUSTIN ROSE; ENGINEER MANAGER LICENSED-3	Operations
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
ANDREA WILCOX, ENGINEER MANAGER LICENSED	1060 W Fort Street, Detroit MI / M-F 7:30 - 4:30 (hours & days may vary)

14. General Summary of Function/Purpose of Position

This position functions as a Permits Agent processing and reviewing permit applications and performing permit inspections.

This position requires possession of a valid driver's license to attend meetings and 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 60

Under the direction and guidance of the utility and permit engineer or senior staff, review standard permits (e.g., utility requests, residential driveway requests, parade requests, billboard requests, etc.) relating to construction work occurring in or adjacent to the Michigan Department of Transportation (MDOT) right-of-way (ROW).

This duty requires possession of a valid driver's license to attend meetings and perform field reviews.

Individual tasks related to the duty.

- Review plans and drawings for accuracy and completeness for construction work within the highway ROW, submitted by private individuals, public utilities and municipalities. When revisions are needed, work with utility and permit engineer.
- Review permit requests and recommend for approval.
- Compare specifications of permit application with MDOT specifications.
- Participate in meetings with the permit applicant or their representative.
- Field review billboard requests for location, spacing, zoning and sign size.
- Process construction permits using Construction Permit System (CPS) to Transportation Service Center (TSC), Region, Lansing, and Federal Highway Administration (FHWA) Staff for review comments. If revisions are needed, prepare draft notification for utility and permit engineer to review.
- Maintain files and ensure that surety bond requirements are met before recommending that the permit be issued.
- Keep Traffic Flow Restrictions (TFR) system up to date with permit activities that affect lanes and shoulders.
- In collaboration with utility and permit engineer, issue advanced notice to allow work to begin.

Duty 2

General Summary of Duty 2

% of Time 35

Inspection of utility and private construction permits within highway ROW.

This duty requires possession of a valid driver's license to perform field inspections.

Individual tasks related to the duty.

- Perform field inspection of construction projects, ensuring that maintenance of traffic is proper and construction work is being performed according to the approved permit and MDOT standard and specifications.
- Perform inspection on billboard, parade, banner, and sign permits.

Duty 3

General Summary of Duty 3

% of Time 5

Other permit functions as assigned.

Individual tasks related to the duty.

- Review and approve transport permits for oversize and overweight loads.
- Participate in the review of:
 - Environmental License Agreements.
 - Standard and Complex License Agreements.
 - Excess MDOT ROW purchase requests.
- Other duties as assigned.

Duty 4

General Summary of Duty 4

% of Time

Individual tasks related to the duty.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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

In collaboration with the utility and permit engineer, this position meets with applicants and makes decisions based on Standard MDOT permits procedures and makes recommendations on permits. The position is responsible for interpreting, whether the applicant, has met all the permit requirements and the permit is ready for issuance.

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

Controversial issues and/or issues that deviate from policies.

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.

May require extensive use of a computer and remaining in a stationary position for extended periods of time. Periodic inspection or investigation of construction activity/sites requires the ability to traverse various terrains and highway structures in all weather conditions and around heavy volumes of traffic. Ability to transport items up to 20 lbs. Travel is required for meetings, inspections and field reviews. 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>

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

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.

- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- 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 functions as a Permits Agent processing and reviewing permit applications and performing permit inspections.

This position requires possession of a valid driver's license to attend meetings and 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 Detroit TSC manages the transportation system for the cities of Detroit, Hamtramck, Harper Woods and the Grosse Pointe cities, providing customer service to the public, business agencies, and municipalities. This includes issuing permits, administering maintenance activities, resolving complex traffic and safety issues, developing and maintaining traffic plans, designing road and bridge projects, coordinating construction projects, and evaluating road and bridge facilities within the TSC area. This position reviews permit applications and issues permits to construct, operate, or use and/or maintain facilities within the ROW, and perform inspections.

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

EDUCATION:

Possession of an Associate's degree in concrete technology, civil technology, construction technology, or survey technology.

EXPERIENCE:

Transportation Technician 8 - No specific type or amount is required.

Transportation Technician 9 - One year of experience equivalent to a Transportation Technician 8.

Transportation Technician E10 - Two years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Knowledge of:

- Principles and practices of transportation engineering.
- Department construction requirements, standard plans and administrative rules.
- Motor vehicle code.
- Department policies and procedures.

Ability to:

- Communicate effectively.
- Work with minimal supervision.
- Make effective decisions quickly.
- Read and interpret plans.

Skill in:

- Team building.
- Negotiation.
- Facilitation.
- Leadership.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's 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.