

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

Position Code 1. SENMGEXCB43N

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Bridges and Structures
4. Civil Service Position Code Description SENIOR MANAGEMENT EXECUTIVE	10. Division Executive
5. Working Title (What the agency calls the position) Chief Bridge Engineer; Director, Bureau of Bridges and Structures	11. Section
6. Name and Position Code Description of Direct Supervisor KRATOFIL, JOSEPH A; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor AJEGBA, PAUL C; DIRECTOR	13. Work Location (City and Address)/Hours of Work Bureau of Bridges and Structures (8885 Ricks Road, Lansing, MI 48917) / M-F, 7:30 a.m. to 4:30 a.m. (hours may vary)
14. General Summary of Function/Purpose of Position As a member of the Executive Leadership Team, this position assists with the overall direction of the Michigan Department of Transportation's Bureau of Bridges and Structures in planning, organizing, and directing various entities of operations. Responsible for managing and overseeing strategic planning and operation of Bridge and Structure development functions; specifically the Bridge Design Section, the Bridge Construction Section, the Geotechnical Support Area, the Office of Structure Preservation and Management, the Blue Water Bridge Administration, and engineering coordination with the Mackinac and International Bridges. This position serves on the Executive Committee for the American Association of State Highway and Transportation Officials (AASHTO) Committee on Bridges and Structures. Select, train, and mentor staff in accordance with Equal Opportunity laws and policies. Identify, implement, and foster open communication within the sections, regions, and Transportation Service Centers (TSC). This position makes recommendations to the Chief Operations Officer and Department Director on Bridges and Structures issues and works daily with all bureaus and regions.	

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: 40

As a member of the Executive Leadership Team and Director of the Bureau of Bridges and Structures, provide strategic direction for the development functions within the department, which is compatible with MDOT's mission, vision, and goals. Determine transportation needs, coordinate planning, and oversee implementation of MDOT Bureau of Bridges and Structures initiatives.

Individual tasks related to the duty:

- Act as Chief Bridge Engineer ensuring all bridge and structure design, construction, maintenance, inspection, load rating, and other structure life cycle considerations are technically current and compliant with various state and federal laws and industry specifications.
- Develop policy and procedure to ensure bridge safety and goals for addressing bridge network condition.
- Provide technical assistance to MDOT Regions and all local agency bridge owners in Michigan.
- Propose and oversee the development of innovative materials, technologies, and methods to advance the state of bridge practice in Michigan.
- Interpret rules and regulations regarding engineering issues.
- Confer with local, state, and federal units of governments and other agencies regarding transportation issues and solutions.
- Establish goals that address customer satisfaction, cost containment, timeliness, and product quality.
- Assess effectiveness of the bridge and structure operations and determine need for improvement.
- Consult with region and TSC personnel, Lansing staff, counties, municipalities, legislators, private groups, and citizens on transportation issues.
- Maintain significant structural expertise and ensure that proper engineering analysis and practices are used that leads to making sound technical decisions.
- Act as lead bridge engineer for Michigan on major projects, such as the Gordie Howe International Bridge, and other large and complex bridge related efforts.
- Develop strategic plan and implement policy for management of all structural assets in Michigan, including bridges and all ancillary structures.

Duty 2

General Summary:

Percentage: 20

Develop, manage, monitor, and control financial and personnel resource budgets within the area.

Individual tasks related to the duty:

- Assure staffing goals and objectives are met.
- Assure preliminary engineering costs for projects are within the planning budget.
- Assure construction engineering costs are within planned budget levels.
- Assure cost overruns and extras are minimized through complete and accurate design scoping and plan development, and effective project management.
- Develop, monitor, and assure conformance with budget.
- Assure that administrative and overhead costs are contained within the annual budget.
- Review programs, methods, and procedures to reduce cost, cycle time, and improve processes.
- Seek out best practices for the area activities and promote continuous improvement.

Duty 3

General Summary:

Percentage: 10

Identify, develop, and implement effective, open communication within and outside the bureau.

Individual tasks related to the duty:

- Assure all relevant department policies, instructions, etc., including personal safety matters, rules, and regulations are communicated to all employees.
- Assure all managers and supervisors, including this position, communicate regularly with each other and their staff (preferably face-to-face).
- Provide the tools and training for the improvement of processes, cost of doing business, and employee development.
- Maintain affiliations with professional organizations.

- Represent the department at conferences and attend meetings with the Federal Highway Administration (FHWA), AASHTO, and other related transportation entities.
- Work with the Office of Attorney General (OAG) and Office of Commission Audits (OCA) on implementation of improvements based on official audit findings.

Duty 4

General Summary:

Percentage: 10

Oversee the selection and development of staff. Assure periodic and continuous evaluation of the job skills and performance of staff.

Individual tasks related to the duty:

- Assure equal opportunity in hiring, promoting, and other employment practices.
- Assure periodic and continuous evaluation of the job skills and training needs of staff.
- Assure periodic performance evaluations for all staff.
- Serve as coach and mentor in the development of staff.
- Advise staff in the resolution of sensitive or complex situations and determine appropriate course of action.
- Mentor employees in new initiatives within MDOT and be a vocal support of these initiatives.

Duty 5

General Summary:

Percentage: 10

Serve on various departmental review teams and internal/external committees.

Individual tasks related to the duty:

- Member of various department appeals teams.
- Member of Call for Projects Approval Committee and Project/Program Review Board.
- Oversee or delegate oversight of the MDOT Bridge Committee and other bridge and structure related technical and policy committees with the department.
- Co-chair the MDOT/Michigan Infrastructure & Transportation Association (MITA) Bridge Operations Committee and ensure broad engagement with industry in advancing bridge and structure design and construction specifications.
- Respond to program audits.
- Respond to internal operations audits.
- Serve as the primary point of contact for structural engineering issues on Michigan team for the Gordie Howe International Bridge, in coordination with the Windsor Detroit Bridge Authority and their P3 partners.

Duty 6

General Summary:

Percentage: 10

As a liaison to the Mackinac and International Bridges, facilitate and coordinate issues pertaining to bridge engineering. Serve as chair to the Big Bridge Meetings (Blue Water Bridge, Mackinac Bridge, and International Bridge).

Individual tasks related to the duty:

- Review and share best engineering practices amongst all three bridges.
- Provide technical expertise to the bridges on major engineering issues and advise on rehabilitation projects and maintenance practices.
- Assist in the review of long-term bridge management plans for the big bridges.
- Act as technical advisor as needed.

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

Exercise independent judgment and make independent decisions based on existing procedures, past practices or experiences. Initiate new or extend existing guidelines to address any situation not covered by existing or standard practices. Frequent contacts are made with the Governor's office staff, legislators and their office staff, various state and federal agency officials, local governments, and private businesses.

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

Performance is normally self-directed. Guidance is provided in terms of policy, goals, and politically sensitive issues by the Chief Operations Officer and the Director; major changes in the organization, goals, and objectives; and proposed expenditures that exceed established limits.

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.

Thorough knowledge and experience in presentation skills and techniques. Ability to read and understand plans, engineering documents, and technical specifications. Knowledge of Bridge Design and Bridge Construction practices. Consider demands for travel (overnight stays) and extra hours of work (nights and weekends as needed). Ability to operate in a heavy workload situation with tight and multiple deadlines and numerous assignments. Ability to perform essential job functions with or without reasonable accommodations.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
RIDGE, ALLECIA A	DEPARTMENTAL ANALYST-A 12	VACANT	ENGINEER MANAGER LICENSED-5
DOTY, JOEL C	FINANCIAL ANALYST-A 12	GROVER, JANA	SENIOR EXEC MGT ASST-2 11
DATTA, SUTAPA	STATE ADMINISTRATIVE MAN-FZN 15	ENDRES, RICHARD B	STATE ADMINISTRATIVE MANAGER-1 15
WAGNER, BRADLEY	STATE ADMINISTRATIVE MANAGER-1 15	LIPTAK, RICHARD E	STATE ADMINISTRATIVE MANAGER-1 15
WINN-VANHOECK, AMY E	STATE OFFICE ADMINISTRATOR 17	CURTIS, REBECCA	STATE OFFICE ADMINISTRATOR 17
VACANT	STUDENT ASSISTANT-E	BILLINGTON, MICHELLE L	TRANSPORTATION TECHNICIAN-E E10

Additional Subordinates

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

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

As a member of the Executive Leadership Team, this position assists with the overall direction of the Michigan Department of Transportation's Bureau of Bridges and Structures in planning, organizing, and directing various entities of operations. Responsible for managing and overseeing strategic planning and operation of Bridge and Structure development functions; specifically the Bridge Design Section, the Bridge Construction Section, the Geotechnical Support Area, the Office of Structure Preservation and Management, the Blue Water Bridge Administration, and engineering coordination with the Mackinac and International Bridges. This position serves on the Executive Committee for the AASHTO Committee on Bridges and Structures. Select, train, and mentor staff in accordance with Equal Opportunity laws and policies. Identify, implement, and foster open communication within the sections, regions, and TSC. This position makes recommendations to the Chief Operations Officer and Department Director on Bridges and Structures issues and works daily with all bureaus and regions.

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?

This position is responsible for the overall development, implementation, coordination, and direction of MDOT's Bureau of Bridges and Structures. This position is a member of the Executive Leadership Team and assists the Director and leaders in setting department policy.

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

EDUCATION:

Possession of a bachelor's degree in civil engineering or related field.

EXPERIENCE:

Senior Management Executive 19

Two years of professional, managerial experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles and practices of transportation engineering. Knowledge of Bridge Design and Bridge Construction practices. Extensive knowledge of the equipment, testing, and investigative methods/procedures related specifically to engineering. Considerable knowledge of federal, state, and local relationships to determine impact on MDOT operations. Ability to recommend policies, procedures, and resolution based on evidence and knowledge of the Director's viewpoint. Ability to plan, develop, and evaluate programs of the area activities. Ability to establish and maintain effective relationships under varied conditions with public/private officials, and a variety of people at all management levels. Considerable knowledge of the principles of management (organizing, planning, staffing, training).

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License
- Licensed Professional Engineer

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.

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