

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

Position Code

1. STDDADM1R29N

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) Transportation Planning
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division Asset Management and Policy Division
5. Working Title (What the agency calls the position) Asset Management Section Manager	11. Section Asset Management Section
6. Name and Position Code Description of Direct Supervisor MULLEN, ERIC R; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WHITE, TODD; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing / M-F 7:30-4:30pm AWS

14. General Summary of Function/Purpose of Position

Manage the Asset Management Section (AMS) which is responsible for coordinating and leading agency-wide implementation of Enterprise Asset Management through the development and implementation of the Michigan Transportation Asset Management (MiTAM) initiative in coordination with the Transportation Asset Steering Committee (TASC). The TASC is the principal body responsible for setting statewide policy, procedures and vision for managing MDOT's assets. Develop, implement and update the asset management vision, and ensure that this vision is applied across the Michigan Department of Transportation (MDOT) in all applicable situations. Work with the MDOT regions and department program managers to facilitate collaboration and management of assets throughout all phases of an asset's lifecycle (Planning, Design, Construction, Operations and Maintenance). In addition, manage the administration of the Transportation Asset Management Council (TAMC) and oversee activities of the planning staff that assists with TAMC Administration. Work closely with the Enterprise Information Management (EIM) Office and the Department of Technology, Management and Budget (DTMB) to develop, maintain, and enhance tools/applications that facilitate MDOT and TAMC asset management responsibilities, including providing for staff training.

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: 25

Oversee management of the Asset Management Section, ensuring compliance with federal regulations, state laws, and department policies.

Individual tasks related to the duty:

- Establish a work area where section responsibilities may be carried out efficiently and effectively.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Assign responsibilities and monitor actions and responses.
- Advise staff in the resolution of sensitive, complex, or precedent setting situations, including determining appropriate course of action.
- Prepare budgets and develop work programs and schedules. Monitor and report the section's costs.
- Determine section priorities and procedures within the context of implementing the division direction and MDOT Strategic Plan.
- Improve internal and external perceptions and attitudes about MDOT's performance by being responsive to feedback.
- Plan, monitor, and ensure a safe workplace is provided for each employee.
- Review existing business processes and practices to identify improvement opportunities. Implement improvement opportunities that carry out MDOT's Strategic Plan.
- Develop and communicate section direction to staff to ensure alignment and improve understanding of how their work impacts the Asset Management and Policy Division and MDOT.
- Participate on committees representing the department.
- Eliminate key person dependencies within the section.
- Establish and monitor measures of quality.
- Research and review federal/state legislation that impacts the section's responsibilities to keep current on information/issues affecting asset management.
- Develop and train high performing staff to carry out the functions of the section.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).

Duty 2

General Summary:

Percentage: 25

Lead and coordinate the Michigan Transportation Asset Management (MiTAM) committees to ensure that the Asset Management Vision is implemented through an enterprise asset management perspective. Facilitate the MiTAM Sponsors and the Transportation Asset Steering Committee (TASC). Work with TASC to establish and implement MDOT's asset management policy, procedures and vision through the Michigan Transportation Asset Management (MiTAM) Enterprise Asset Management initiatives and in partnership with other Department-wide initiatives and processes. Also lead and coordinate the MiTAM technical teams including, but not limited to: MiTAM Core Team, Asset Collection Methods/Design and Construction Team, Region Asset Managers, and partnering teams with GIS and EIM.

Individual tasks related to the duty:

- Ensure timely preparation and scheduling of TASC related activities such as scheduling meetings, preparing meeting notes, tracking assignments, correspondence, and other requests of the TASC.
- Lead the TASC in developing department policy, procedures, and vision for comprehensive asset management throughout MDOT.
- Ensure necessary information and materials are prepared for TASC meetings.
- Ensure TASC activities and actions are in alignment with the MIC, TAMC, and WAMC efforts.
- Work with the MDOT regions and department program managers to facilitate collaboration throughout all phases of

an asset's lifecycle (Planning, Design, Construction, Operations and Maintenance).

- Represent MDOT and promote asset management principles.
- Develop and review brochures, presentations and other written materials as needed.
- Oversee, recruit and track resources for TASC activities as needed.
- Support alignment of MDOT to achieve the asset management vision.
- Ensure alignment of TASC data related efforts with MDOT's information governance program.
- Collaborate with Bureau of Bridges and Structures staff on ancillary structure asset management initiatives.
- Collaborate with Asset Owners on gathering of data, management of their assets through their applications (management systems), reading that data into MiTAM enterprise asset management system, and utilizing that information to make informed decision on program/project prioritization to extend the life cycle of all assets, while maintaining our system to benefit the most users.
- Collaborate with Program Development/Monitoring staff in Planning, Regions/TSC, and program template owners to ensure that asset management is being applied to MDOT's program development process, and to the selection of projects for the Five Year Transportation Program (5YTP). Collaborate with the Call for Projects Approval Committees to ensure that asset management is being implemented effectively.
- Collaborate with Design, Construction, Maintenance and Operations teams to ensure that asset management is being applied at each stage of the asset/project's life cycle, and that data is being tracked, utilized and inputted as assets are being monitored/reviewed at each state of the process.
- Collaborate with Performance Management areas to link and track the performance of MDOT's assets as targets are established, metrics and key performance indicators are developed and as MDOT monitors the status if it's network performance.

Duty 3

General Summary:

Percentage: 20

Lead MDOT-wide development, implementation, and adoption of asset management. Establish vision for effective and efficient implementation of asset management throughout the department utilizing the MiTAM Enterprise Asset Management initiative. Develop, implement and update the asset management vision, and ensure that this vision is applied across MDOT in all applicable situations. Determine how this will be applied across different assets. Communicate this vision throughout the Department and integrate with MDOT's overall Mission, Vision, Values and Strategic Plan.

Individual tasks related to the duty:

- Seek proper representation to achieve alignment across MDOT in order to reach the goals set out by TASC and approved by leadership and sponsors.
- Represent the department nationally as needed and travel across Michigan primarily to promote and inform all in order to maintain momentum and ensure timelines and milestones are met. Collaborate with AASHTO, TRB, federal agencies and other national groups promoting asset management at a national level.
- Provide leadership, vision and coordination to MiTAM business owners to ensure continued progress is being made.
- Coordinate with the MiTAM business owners and DTMB to ensure the best use of the software solutions are being achieved as outlined and approved by sponsors.
- Work directly with the MiTAM vendors as needed to make business decisions.
- Work with DTMB to ensure there is alignment with MDOT business needs and resources available to achieve goals.
- Coordinate new system integrations with business owners and DTMB.
- Actively work with all MDOT regions and bureaus to ensure communication and alignment is ongoing for TAMS related solution rollouts.
- Report to MiTAM and TASC sponsors bi-monthly.
- Serve as liaison to committees as assigned
- Work with the EIM office to ensure data design best practices are incorporated into future enhancements and initiatives, both strategic and operational.
- Perform TAM Data Assessment across all MDOT-owned assets every 4-5 years, and monitor the progress of each of these assets through the MiTAM Core Team and the TASC.
- Serve as the coordinator of the State of Michigan federally required Transportation Asset Management Plan (TAMP). This involves the development of the document, monitoring of the annual consistency determination reports, developing and maintaining the asset management vision, and integrating this with other Department-wide initiatives, and coordination with Federal Highway Administration (FHWA). The TAMP should align and set the tone for the State of Michigan asset management initiatives and be a reference towards other related programs and projects.
- Serve as the coordinator of asset management policies, applications of asset management with alignment of MDOT's strategic planning efforts through MDOT's planning/program/project development processes (e.g., Call for Projects, Highway and Multimodal Capital Programs, State Long-Range Transportation Plan and Five Year Transportation Program), and other prioritization processes overall. Serve as a representative for asset management on all applicable teams.

Duty 4**General Summary:****Percentage: 15**

Lead and coordinate asset data and data management in support of Enterprise Information Management (EIM) efforts.

Individual tasks related to the duty:

- Set the direction and process for new assets to be incorporated and data collected for MiTAM.
- Serve as the coordinator and business owner of the MiTAM Enterprise Asset Management System. Oversee development, contracting, coordination, application and monitoring of the system with a vendor and product and maintain this through EIM and DTMB (agency services and MCSS, MTU (Roadsoft), and ensure the linking with different databases, including the maintenance management system.
- Establish MiTAM sub-teams and asset owners to reach goals established and approve collection guides for new assets.
- Seek alignment and coordination with ongoing asset management efforts and set a vision for bringing larger efforts into sync when deemed appropriate.
- Actively participate and collaborate with MDOT's Information Governance Program to ensure data management standards and policies are being met.
- Provide alignment with the EIM Office by channeling all data and IT governance related items through the relevant agency-wide governance board to achieve the asset management vision.
- Partner with the GIS alignment team to ensure all geospatial data standards are being met and alignment is being maintained across the department.
- Collaborate with EIM Office, GIS, DTMB and others who manage the software applications, IT support, and ensure that all the applications are following the protocols in conjunction with the IT Steering Committee policies and procedures. Ensure that MiTAM and all different individual asset management systems work together seamlessly and provide informed information to make effective decisions. This team should have a basic understanding of how each application software operates (understanding the modeling of the different applications) and how they link to the MiTAM Enterprise Asset Management System.
- Participate on the MiTAM data collection methods team.
- Drive consensus and decision-making across all MDOT asset management areas, to achieve the vision of common processes.
- Meet and work closely with MDOT's Chief Information Steward, to understand MDOT's data governance program, charters, and goals, and to continuously champion and drive data management best practices.

Duty 5**General Summary:****Percentage: 10**

Manage the administration of the Transportation Asset Management Council (TAMC) and oversee activities of the planning staff that assists with TAMC Administration.

Individual tasks related to the duty:

- Participate in planning and preparation for monthly meetings of the TAMC and its related committees. Attend council and committee meetings and ensure follow-up work is assigned and completed in a timely way.
- Represent MDOT effectively yet neutrally while working with TAMC members and others outside MDOT on TAMC issues.
- Ensure Open Meetings Act requirements for TAMC meetings are met.
- Review and approve meeting minutes, brochures, presentations and other written materials as needed.
- Oversee and assign resources for development of TAMC Annual Report by the May 2 deadline, preparation and planning for TAMC conferences each year, and council budget and expenditures.
- Work in cooperation with the Michigan Infrastructure Council (MIC) Executive Director and administrative staff on all joint activities between the TAMC, MIC and the Water Asset Management Council (WAMC) in the implementation of the 30 year strategy for the three respective councils.

Duty 6**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned by division, bureau, or MDOT leadership.

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

Decisions about how to approach the section responsibilities related to the TASC and TAMC processes. Decisions related

to management of the Asset Management Section.

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

Decisions that require a re-evaluation of a department goal, strategic direction, or commission policy, run contrary to stated objectives, or deviate from the department's Strategic Plan. Decisions that could put the department at risk of losing state or federal funding. Politically sensitive issues. Major changes in Section direction and processes. Asset management decisions leading to major impacts on MDOT's current program development or delivery process.

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.

This position requires the ability to travel alone, remaining in a stationary position for long periods of time, and use a computer. The position may require overnight travel for one or more days. This 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	STUDENT ASSISTANT-E	BOUGHNER, ANITA N	TRANSPORTATION ENGINEER-A 12
VACANT	TRANSPORTATION AIDE-E	JENNETT, DAVID	TRANSPORTATION PLANNER-A 12
WELTER-REED, LIAM D	TRANSPORTATION PLANNER-E 10	WARREN, JOHN C	TRANSPORTATION PLANNER-E 9
COSTA, ERIC J	TRANSPORTATION PLAN SPL 2 13		

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?

Manage the Asset Management Section (AMS) which is responsible for coordinating and leading agency-wide implementation of Enterprise Asset Management through the development and implementation of the Michigan Transportation Asset Management (MiTAM) initiative in coordination with the Transportation Asset Steering Committee (TASC). The TASC is the principal body responsible for setting statewide policy, procedures and vision for managing MDOT's assets. Develop, implement and update the asset management vision, and ensure that this vision is applied across the Michigan Department of Transportation (MDOT) in all applicable situations. Work with the MDOT regions and department program managers to facilitate collaboration and management of assets throughout all phases of an asset's lifecycle (Planning, Design, Construction, Operations and Maintenance). In addition, manage the administration of the Transportation Asset Management Council (TAMC) and oversee activities of the planning staff that assists with TAMC Administration. Work closely with the Enterprise Information Management (EIM) Office and the Department of Technology, Management and Budget (DTMB) to develop, maintain, and enhance tools/applications that facilitate MDOT and TAMC asset management responsibilities, including providing for staff training.

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 Asset Management Section (AMS) will be a newly established section within the Asset Management and Policy Division responsible for coordinating and leading agency wide implementation and adoption of the Transportation Asset Management System (TAMS) software packages, establishing the vision for investment in TAMS software and solutions, providing leadership and coordination for asset data and data management needs, and leading the Transportation Asset Steering Committee (TASC). The TASC is the principle body responsible for setting statewide policy, procedures and vision for MDOT management of assets. In addition, manage the Transportation Asset Management Council (TAMC) Support staff. Work with the MDOT regions and department program managers to facilitate collaboration throughout all phases of an asset's lifecycle (Planning, Design, Construction, Operations and Maintenance). Develop, maintain, and enhance tools/applications that facilitate MDOT and TAMC asset management responsibilities, including providing for staff training.

This position provides directions and oversees successful accomplishment of the section's work.

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 any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of:

- The transportation planning process
- MDOT's asset management process
- MDOT's TAMC support responsibilities

Knowledge of:

- MDOT's TAMS software and vision for its implementation

Skills:

- Computer literacy is necessary
- Communication skills
- Tact

Abilities:

- Administrative abilities
- To organize and manage numerous competing activities
- To work productively under time constraints
- Manage the section in implementing MDOT's Strategic Plan and appropriate BTP core responsibilities
- Evaluate the effectiveness of established programs and recommend changes to improve services and products
- Work with many disciplines, including leadership

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

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.

LOGAN BRISTOL

1/23/2026

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