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| CS-214  Rev 11/2013 |  | Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| 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) |
|  | Highways |
| 4. Civil Service Position Code Description | 10. Division |
| Transportation Engineer - E | Southwest Region |
| 5. Working Title (What the agency calls the position) | 11. Section |
| Utility and Permit Engineer | Kalamazoo Transportation Service Center (TSC) |
| 6. Name and Position Code Description of Direct Supervisor | 12. Unit |
| Valsadia, Dharmesh; Engineer Manager Licensed - 3 | Operations |
| 7. Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Pfeiffer, Peter; State Administrative Manager - 1 | 5372 9th Street, Kalamazoo, MI 49009  7:30 am to 4:30 pm Monday-Friday (Hours may vary) |
| 14. General Summary of Function/Purpose of Position | |
| As a Transportation Engineer, this position reviews and approves or disapproves proposed right-of-way permit applications for public utility companies. Responsibilities include assisting with the coordination of utility relocations during the design and construction phase of projects. . | |
| 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 50**  Supoort the TSC Development, Operations, and Construction Staff with permit engineering coordination for the geographical area covered by the Kalamazoo TSC | |
| **Individual tasks related to the duty.**   * Assist the Operations Engineer and Permits agent, in a learning capacity, by utilizing standards, guidelines, and judgment to respond to customer requests for usage of MDOT right of way. * Review engineering reports, site plans, plans, and drainage designs to evaluate and approve or disapprove proposed standard ROW Permit applications. Standard applications are those with limited traffic control concerns and few other disciplines involved. * Review standard ROW Permit applications and make recommendation to the TSC Operations Engineer and Permits Agent to approve or disapprove proposed ROW Permit applications. * Under the guidance of the Operations Engineer, ensure uniformity in utility relocation needs for future construction projects and utility company requests for usage of MDOT right of way. * Organize and coordinate permits utilizing the most current State of Michigan online permits systems. | |
| Duty 2 **General Summary of Duty 2 % of Time 40**  Support the TSC Development, Operations, and Construction Staff with utility engineering coordination for the geographical area covered by the Kalamazoo TSC. | |
| **Individual tasks related to the duty.**   * Request utility information from utility companies by sending out project plans, coordinate responses, perform plan review to ensure utility information is accurate on the plan versus utility company submittals, and identify potential conflicts to provide to the Project & Contracts Engineer. * Attend utility coordination meetings. As required, send out notices to utility companies for relocations. * Complete the Utility Coordination Clause and Utility Status Report. * Assure that all utility relocation is completed within plan specifications to minimize impacts to MDOT projects. Assist MDOT Construction Engineer with scheduling utility coordination’s before and/or during construction. * Maintain utility contact information for the TSC area within MDOT's Utility Relocation Tracking System. * Assist TSC permit agent and permit engineer with completing reviews for permitted utility installations by ensuring the utilities will not conflict with upcoming project work * Assist construction personnel with questions related to design plans. * Attend plan reviews and recommend changes based on sound engineering judgment. * Assist in preparing the five-year plan for the TSC. | |

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| Duty 3 **General Summary of Duty 3 % of Time 10**  Builds, strengthens, and maintains the Transportation Service Center internal and external customer base. |
| **Individual tasks related to the duty.**   * Assist 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. * Develop a "partnering" relationship with external customers. * Proactively meet the operational needs of the external customer. * Continually strive to improve MDOT "image" in association with the Transportation Customer Service Representative. * Understand and resolve technology issues associated with the implementation and operation of TSC communications, computers, and software necessary for associated business processes. * Lead and exemplify the standards of visionary, ensure positive outcomes, people first, professional excellence and character & integrity. |

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| 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 general Construction Permits or Utility Relocations when in complete conformance with Department polices, procedures, and guidelines. Determine when input is needed from local agencies, other TSCs, or specialty resources areas. Answering computer questions and methods. Whenever possible, identify recommend and implement improvements in the work methods and materials utilized in the position. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  Approval or denial of complex Construction Permits or Utility Relocations when in complete conformance with Department policies, procedures, and guidelines. 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 is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Walking on uneven terrain including climbing up and down roadway slopes. Lifting up to 50 pounds. Moving in and out of traffic on foot. Climbing under bridges, over water, wading in water, and working near heavy traffic and construction equipment. Moving around in an office setting including sitting at a computer for long periods of time. Occasional overnight travel to training classes. | | | |
| 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.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  **N Complete and sign service ratings. N Assign work.**  **N Provide formal written counseling. N Approve work.**  **N Approve leave requests. N Review work.**  **N Approve time and attendance. N Provide guidance on work methods.**  **N Orally reprimand. N Train employees in the work.** | | | |

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| 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?  Coordinating utility relocations needed for MDOT construction projects with effected public utilities. Reviewing engineering reports, site plans, plans, and drainage designs to evaluate and approve or disapprove proposed ROW Permit applications. Assist the Development staff in plan preparation. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Downgrading for training purposes. |
| 25. What is the function of the work area and how does this position fit into that function?  The Kalamazoo TSC covers a four-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. |
| 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 11**  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:  Ability to speak and write effectively; work as a team member; make presentations before groups' and meet and deal effectively with others. Resourcefulness and ability to use initiative in carrying out and an assignment while working independently. Ability to apply engineering principles to construction and design problems. Understanding of surveying and record keeping procedures. Computer knowledge. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Valid driver's license.  Continuous training as required or requested.  Should be working toward Professional Engineer registration. |
| *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.**