

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Transportation/5901
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Highway Operations
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Transportation Engineer E (9-11)	Construction and Technology
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Ancillary Structures Engineer (9-11)	Construction Field Services
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Chris James, Construction & Ancillary Structures Engineer (EML 14)	Region Administration
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Mark Grazioli, Associate Region Engineer of Construction Field Services (SAM 15)	18101 W. 9 Mile Rd. Southfield, MI 48075 7:30 a.m. – 4:30 p.m. Monday-Friday

**14. General Summary of Function/Purpose of Position**

The position assists with the management and repair of ancillary structures (e.g., earth retaining walls, sound walls, sign structures, drainage culverts, etc.) within the Metro Region of the Michigan Department of Transportation (MDOT). The position also assists in providing assistance to Transportation Service Center (TSC) Construction Engineers, coordinating drainage and hydrology concerns within the Metro Region, and providing engineering assistance related to Metro Region paving operations.

This position requires possession of a valid driver's license to perform site visits.

**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% (variable)**

Support Asset Management of Ancillary Structures within the Metro Region

This duty requires possession of a valid driver's license to perform site visits.

**Individual tasks related to the duty.**

- Work with the MDOT Lansing Bureau of Bridges and Structures (BOBS), Metro Region Development, Metro Region Operations and the Metro Transportation Service Centers (TSCs) on ancillary structure asset management.
- Receive ancillary structure inspection data, and Requests for Action (RFA) from Bureau of Bridges and Structures (BOBS), and communicate inspection outcomes with Supervisor, and Region / TSC Operations staff.
- Analyze inspection results and RFAs and prioritize required responses.
- Assist with managing immediate repair needs through TSC's and/or Metro Region Operations. Communicate the status or repairs and the completion of RFAs to Region and Statewide stakeholders.
- Assist in the long-term monitoring of locations which do not have immediate repair options. Monitoring would be done through physical inspection of structures to check for presence or progression of distresses (e.g., cracking, tilting of support poles, etc.).
- Attend project milestone meetings for all projects within Metro Region. Convey ancillary structure condition data and maintenance needs to Project Managers.
- Assist with the management of consultant contracts related to ancillary structure asset management.
- Assist with selecting candidate projects for Yearly Culvert Call for Projects.
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Duty 2

**General Summary of Duty 2**                      **% of Time 20% (variable)**

Assist the Metro Region Construction Engineer.

**Individual tasks related to the duty.**

- Assist with resolving field problems and disputes.
- Participate in the completion of interim and final audit reviews as required.
- Work with the MDOT TSC staff to ensure timely compliance and effectiveness with a focus on contract modifications, extensions of time, prompt payment, prevailing wages, Disadvantaged Business Enterprise (DBE) program and project close out.
- Participate in Metro Region Construction and Technology Business Team (CBT) meetings.
- Participate in Region Claim reviews and assist in drafting Region Claim decision letters.
- Participate in post Construction reviews. Initiate project improvements to address re-occurring issues.

**Duty 3****General Summary of Duty 3      % of Time      10% (variable)**

Support Regionwide drainage coordination efforts as needed

**Individual tasks related to the duty.**

- Participate in studies intended to coordinate and improve drainage.
- Assist Metro Region Surveyor in reviewing Geographic Information System (GIS) data collected of enclosed drainage systems and ensure uniformity of data collection.

**Duty 4****General Summary of Duty 4      % of Time      10% (variable)**

Assist Metro Region Paving Operations Staff as needed

**Individual tasks related to the duty.**

- Provide engineering assistance related to paving operations to Metro Region Concrete Technician and Traveling Mix Inspector
- Attend pre-production meetings for projects with complicated paving operations

**Duty 5****General Summary of Duty 5      % of Time      10%**

Other duties as assigned

**Individual tasks related to the duty.**

- 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.**

Decisions based on past precedents, similar situations or experience. TSC Operations/Development staff and public shareholders are impacted by these decisions.

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

- When there is the potential for significant budget / schedule impacts to a project.
- When required tasks fall outside standard maintenance / construction practices.
- When a political controversy arises.
- Major contract problems, changes, extras, and extensions of time.

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.

Occasional site visits could include exposure to construction work and equipment, noise, dust, high speed traffic and traversing irregular or steep terrain in all weather conditions. Extensive use of computer and remaining in a stationary position for extended periods of time. Position requires possession of a valid driver's license. Position involves stressful situations (e.g., resolving disputes) and meeting tight deadlines. 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):

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

Agree

**23. What are the essential functions of this position?**

The position assists with the management and repair of ancillary structures (e.g., earth retaining walls, sound walls, sign structures, drainage culverts, etc.) within the Metro Region of MDOT. The position also assists in providing assistance to TSC Construction Engineers, coordinating drainage and hydrology concerns within the Metro Region, and providing engineering assistance related to Metro Region paving operations.

This position requires possession of a valid driver's license to perform site visits.

**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?**

Provide Construction project expertise and oversight for projects throughout the Metro Region. Experience related to working with and managing Ancillary assets.

**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.  
Possession of a bachelor of science degree in civil engineering, preferred.

**EXPERIENCE:**

Transportation Engineer 9 level – No specific type / amount of experience required.  
Transportation Engineer 10 level – One year of professional transportation engineering experience equivalent to a Transportation Engineer 9.  
Transportation Engineer 11 level - Two years of professional transportation engineering experience, including one year equivalent to a Transportation Engineer 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- highway construction.
- Department's specifications and standards

Ability to:

- comprehend and implement technical manuals and research.
- apply engineering knowledge and experience to job problems.
- effectively communicate.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license is required.

*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.**