

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

Position Code 1. TRAENGED94R
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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) Bridges and Structures
4. Civil Service Position Code Description Transportation Engineer-E	10. Division Structure Program
5. Working Title (What the agency calls the position) Bridge Program Engineer	11. Section Structure Asset Management
6. Name and Position Code Description of Direct Supervisor O'NEILL, MICHELLE; ENGINEER MANAGER LICENSED	12. Unit Bridge Program
7. Name and Position Code Description of Second Level Supervisor HALLORAN, MICHAEL; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 6333 Lansing Rd, Lansing, MI 48917 / 80 Hours/Pay Period (hours may vary)

14. General Summary of Function/Purpose of Position

This position maintains the non-National Bridge Inventory (NBI) annual culvert program including, participating in the Department's Culvert Call for Projects process as well as the Request for Action (RFA) Call for Projects process. This position also provides support to the bridge portions of the Transportation Asset Management Plan to improve or preserve the condition of the bridge network in a state of good repair, manages the Department's Bridge Emerging Technology program, and provides structure management support.

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: 50

Maintain the non-NBI culvert program including coordinating and managing the development of the annual Call for Projects as it would relate to non-NBI culvert structures.

Individual tasks related to the duty:

- Track programmed and let costs compared to the allocated funding amounts throughout fiscal year and provide analysis as requested within the Statewide Monitoring and Reporting Tool (SMART). When deviations are recognized, notify the statewide specialist or system manager for required changes.
- Review inspection data compared to scoping documents and make recommendations to the Ancillary Structures group to update inspection data when appropriate.
- Review proposed projects compared to scoping guidelines and requirements, identify deviations from guidelines and requirements, and review justification as appropriate.
- Coordinate with regions and project managers to review change requests to programmed projects in JobNet.
- Review project obligations costs within Phase Initiator (PI).
- Utilize MDOT bridge management tools such as AASHTOWare BrM and ArcGIS.
- Manage program related documents utilizing ProjectWise, JobNet, SMART, PI, and Microsoft Office software.
- Schedule and participate in Culvert Call for Projects meetings and project specific meetings. Coordinate with the Ancillary Structures Program Manager.
- Monitor and recommend updates to template targets in the appropriate tracking spreadsheets as necessary.
- Assist in responding to inquiries concerning the Department's Culvert program.

Duty 2

General Summary:

Percentage: 25

Assist the statewide specialist with the bridge portions of the Transportation Asset Management Plan to improve or preserve the condition of the bridge network in a state of good repair. Assist with the facilitation and coordination of the Department's Bridge Call for Projects process as it would relate to Bridge Replacement and Rehabilitation, Bridge Capital Preventative Maintenance, and Bridge Capital Scheduled Maintenance.

Individual tasks related to the duty:

- Assist with monitoring programmed and let costs throughout the project process and compare to the allocated funding amounts throughout fiscal year. Provide analysis as requested within SMART. When deviations are recognized, make program recommendations to the statewide specialist or system manager.
- Assist with reviewing proposed projects compared to scoping guidelines and requirements.
- Review project obligations costs within PI.
- Participate in Call for Projects meetings and review submittals as assigned.
- Utilize MDOT's bridge management tools (e.g., AASHTOWare BrM, Bridge Condition Forecasting System (BCFS), and MiBridge).
- Monitor and update template targets in the appropriate tracking spreadsheets as necessary.
- Assist with preparing summaries and reports on bridge data related to the Call for Projects including assisting with the creation of the Executive Summary and annual update of the Call for Projects Manual.
- Make recommendations to specialist and system manager on program changes as necessary.

Duty 3

General Summary:

Percentage: 10

Manage Bridge Emerging Technology Program.

Individual tasks related to the duty:

- Maintain the statewide database of emerging technologies used on bridge projects including their locations and project information, both past and present.
- Maintain the Accelerated Bridge Construction technologies used on past and upcoming bridge projects within the emerging technologies database.
- Monitor, track, and review Emerging Technology funding applications and submissions.
- Update eligible emerging technologies based upon Statewide Bridge Alignment Team recommendations.
- Perform analysis on benefit of past technologies.

Duty 4

General Summary:	Percentage: 10
Provide structure management support by gathering data, compiling information, updating documents, and general assistance for other programs.	
Individual tasks related to the duty:	
<ul style="list-style-type: none"> Provide support to the Transportation Asset Management Council (TAMC) Bridge Committee by attending committee meetings and providing structure data for the annual report and other items as requested. Assist with program administration functions for the Local Agency Bridge Bundling Program, Statewide Big Bridge Program, and Special Needs Program with programming, monitoring, and tracking of projects and budgets. Assist in developing recommendations for the funding targets for the RFA Call for Projects using an allocation formula based on certain criteria related to project eligibility. Assist in coordinating the submittal of the annual statewide RFA Call for Projects. Assist with the administration of other statewide structural initiatives such as the Ancillary Structures Asset Management Program. Report monthly on the number of serious, critical, and closed structures in both the trunkline and local agency inventory. Prepare and assist in the preparation of other reports and data resulting from legislative inquiries, Director and Governor office requests, Freedom of Information Act (FOIA) requests, and other inquiries as required of the structural management section. Utilize AASHTOWare BrM, MiBridge, ArcGIS, and the BCFS. Participate on various research projects and provide input into bridge and culvert management research programs. 	

Duty 5

General Summary:	Percentage: 5
Miscellaneous duties.	
Individual tasks related to the duty:	
<ul style="list-style-type: none"> Duties as requested by supervisor or related to the work unit. 	

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Proper application of Call for Projects instructions. Decisions related to scopes meeting the Call for Projects guidelines and requiring justifications from the scoping engineer.

17. Describe the types of decisions that require the supervisor's review.
When accepted policies or procedures are not applicable to project programming.

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.
Work involves normal physical effort working in an office including working from a computer; moving heavy or bulky loads; position may require availability outside normal working hours based on operational needs; heavy workloads working with specific deadlines. Field reviews of proposed or active road/bridge construction projects requires traversing irregular terrain and exposure to dirt, fumes, heavy and high-speed traffic or adverse weather conditions. Must have ability to read plans or perform field related duties.

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.
Additional Subordinates

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.

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 maintains the non- NBI annual culvert program including, participating in the Department's Culvert Call for Projects process as well as the RFA Call for Projects process. This position also provides support to the bridge portions of the Transportation Asset Management Plan to improve or preserve the condition of the bridge network in a state of good repair, manages the Department's Bridge Emerging Technology program, and provides structure management support.

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 work area has statewide structure management functionality, related to bridge program strategic planning, bridge program management and administration, bridge program delivery, and bridge inventory data management. This position assists with the ongoing management of the annual culvert program and assists in coordinating the Department's RFA Call for Projects process which includes Bridge Replacement and Preservation. This position has primary responsibilities in the area of bridge and culvert program management and administration. This unit receives a lot of legislative inquiries, requests from the Director and Governor's office, and this position supports the effort to respond to those inquiries in a timely manner. This position also provides support in many miscellaneous tasks that arise related to structure management.

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 P11

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.

Alternate Education and Experience

Transportation Engineer 9 - 12

Possession of a registered professional engineer license as required by the State of Michigan may be substituted for 6 months of experience at the Transportation Engineer 9-12 levels. This substitution may only be used once for any employee for qualification of appointment or early reclassification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Communicate effectively.

- Maintain favorable public relations and work in a team environment.
- Utilize existing computerized technology in the completion of assigned objectives.
- Read and interpret engineering plans, specifications, and technical reports.
- Maintain records and prepare reports and correspondence related to the duties.

Knowledge of:

- Materials, methods, and techniques used in the design, construction, and maintenance of highways, bridges, and related structures.
- Highway laws, codes, standards, and specifications pertaining to highway engineering and costs.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

None

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