

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) Highway Operations
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-A	10. Division Metro Region
5. Working Title (What the agency calls the position) Utilities and Permits Engineer	11. Section Detroit TSC
6. Name and Position Code Description of Direct Supervisor ROSE, JUSTIN P; ENGINEER MANAGER LICENSED-3	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor WILCOX, ANDREA L; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1060 W. Fort Street, Detroit, MI 48226 / M-F 7:30 a.m. - 4:30 p.m. (hours may vary)
14. General Summary of Function/Purpose of Position This position serves as a Senior Transportation Engineer serving as the primary Transportation Service Center (TSC) contact for reviewing and approving permit applications and coordinating the necessary adjustments and/or relocation of utility facilities anticipated to be impacted by project construction. This position serves as liaison between designers and utility owners and is responsible for providing the final utility clearance for assigned Michigan Department of Transportation (MDOT) 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: **Percentage: 50**

Administer the construction permits process and the construction permits program within the TSC.

Individual tasks related to the duty:

- Review, interpret, and approve complex permits utilizing MDOT standards (e.g., permit with multiple items that need to be reviewed as part of the project (e.g., drainage changes with a jack and bore utility installation, road diet, major street scaping improves with parking changes (completed by a municipality), combination of multiple utility installations (e.g., storm and/or sanitary sewer, new water main)), and major utility improvements that would require complex traffic control and construction phasing. A complex permit would include major development in which traffic impact study, agreements, and other coordination is required.
- Review permit applications and provide guidance and expertise to facilitate the timely resolution of issues and timely permit issuance.
- Review and facilitate resolution of complex permit related issues using the specifications, policies, standards, laws and regulations of the Department. Keep TSC leadership informed on politically sensitive permits and issues.
- Review all engineering calculations submitted as part of the permit submittal, including drainage analyses, for accuracy and adherence to proper procedures.
- Provide final review of all permit packages and final sign off for permit issuance.
- Provide guidance to the Construction Permit Technician, the Transportation Maintenance Coordinator and others who may be assigned to perform construction permit inspection.
- Oversee the TSC permit issuance process and recommend improvements as warranted.

Duty 2

General Summary: **Percentage: 30**

Administer utility coordination projects and the utility coordination program within the TSC.

Individual tasks related to the duty:

- Coordinate utility relocations involving gas, electric, phone, cable, and water system adjustments needed for MDOT construction projects with affected utilities. Review responses from utility companies, determine potential utility conflicts, and coordinate relocation of utilities that are in conflict. Negotiate/approve this information and provide to the project manager for design plans and bid documents. Coordinate the utility relocation schedule to ensure that the construction schedule is not negatively impacted by utility conflicts.
- Review and process utility relocation permits and process utility relocation reimbursement requests.
- Determine the need for, schedule, and conduct utility relocation meetings.
- Coordinate plans and facilitate information exchange between project designers and utility owners for the adjustment and/or relocation of utility facilities anticipated to be impacted by the project construction.
- Evaluate responses from utility owners and review in collaboration with designers; monitor for possible utility conflict with proposed MDOT project construction.
- Review design plans at all stages in conjunction with project designers to verify accuracy in depicting existing utilities and including necessary utility information and utility adjustments and/or relocations as agreed by all parties.
- Arrange and conduct utility coordination meetings to resolve conflict with utilities to ensure delivery of design requirements in accordance with MDOT policies and procedures.
- Prepare and provide utility coordination proposal notices and provisions; ensure that all utility issues are resolved or sufficiently addressed within the project design and provide the notices, provisions and the Utility Clearance document to design project managers within the appropriate time frames to meet design and letting schedules.
- Facilitate and monitor timely submittal, review and issuance of permits for project related utility work to avoid negative impacts on the project construction schedule.
- Coordinate utility related issues during construction as needed.

Duty 3

General Summary: **Percentage: 15**

Update and maintain project utility coordination documentation and progress information. Provide and facilitate communications with utility owners and permit customers as needed.

Individual tasks related to the duty:

- Maintain project files for all utility coordination activities. Update and maintain record of all utility information receipts, transmittals and related correspondence.
- Organize and facilitate partnering meetings with area utility owners and high-volume permit customers.
- Utilize department information management systems (e.g., Utility Relocation Tracking System, Construction Permit System, Geographic Information Systems (GIS) etc.) to document project and permit information and monitor progress.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Represent the TSC and the Department at various meetings.
- Build and maintain positive relationships between MDOT and external stakeholders, including utility owners, permit customers, local communities and the consultant industry.
- Actively participate in the Metro Region Utilities and Permits business team and implement process improvements.
- Assist other TSC's with similar and related duties.
- 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 that involve the application of standard MDOT utility coordination and permit administration practice or procedures, and decisions based on engineering principles and practices consistent with MDOT and Federal Highway Administration (FHWA) standards and guidelines.

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

Decisions designated for executive level approval; issues of professional and/or political controversy; decisions that require clarification of existing policy, potentially conflicting with current policy or involving areas where no policy exists; conflicts in engineering standards, practices or legal requirements.

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.

Typical duties related to an office environment include remaining in a stationary position for extended periods of time and extensive use of a computer. Periodic field visits may require traversing various terrains and working near heavy traffic in all weather conditions. Occasional travel to attend meetings. 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.

Additional Subordinates

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

- | | | | |
|----------------------------|------------------------------------|----------------------------|---------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> 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 serves as a Senior Transportation Engineer serving as the primary TSC contact for reviewing and approving permit applications and coordinating the necessary adjustments and/or relocation of utility facilities anticipated to be impacted by project construction. This position serves as liaison between designers and utility owners and is responsible for providing the final utility clearance for assigned MDOT projects.

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 TSC provides customer service to the public, business agencies, and municipalities. This includes review and issuance of permits, resolving complex traffic and safety issues, developing maintaining traffic plans, administering consultant design and construction engineering service contractors, coordinating construction projects, and evaluating road and bridge facilities within the TSC area. This position is critical to the TSC's effectiveness in delivering the area road and bridge program and other transportation services to our customers and enhances our ability to deliver projects within the appropriate scope, budget and schedule.

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 12

Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer P11.

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:

Knowledge of:

- The design and construction of highway roads and bridges.
- Effective organization.

Ability to:

- Make independent decisions.
- Work in a team atmosphere.
- Communicate effectively.
- Develop and maintain good working relationships with stakeholders and customers.
- Use computers.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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.

ASHLEY PARSONS

3/24/2026

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