# 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.

<table>
<thead>
<tr>
<th>2. Employee’s Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WILSON, MICHAEL L; ENGINEER MANAGER LICENSED-3</td>
<td>TRANSPORTATION CENTRAL OFFICE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Highway Operations</td>
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<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
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<tbody>
<tr>
<td>TRANSPORTATION ENGINEER-A</td>
<td>Grand Region</td>
</tr>
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<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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<tbody>
<tr>
<td>Design Project Coordinator</td>
<td>Grand Rapids TSC</td>
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<td>WILSON, MICHAEL L; ENGINEER MANAGER LICENSED-3</td>
<td>Design</td>
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<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN, ARTHUR J; STATE ADMINISTRATIVE MANAGER-1</td>
<td>2660 Leonard St. NE, Grand Rapids, MI 49525 / M-F, 7:30a-4:30p (hrs may vary at mgmt discretion)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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<tbody>
<tr>
<td>Coordinate, track, and report on Capital Preventative Maintenance (CPM) and Bridge and Maintenance projects in the development process for the Grand Rapids Transportation Service Center (GRTSC) area. Coordinate negotiations and work assignments on consultant contracts as assigned; perform Quality Control reviews on the design/scoping packages; perform program scoping and budget tracking; and assist with project selection in the areas of CPM and Bridge and Maintenance for the GRTSC area. Coordinate asset data collection (Pavement Surface Evaluation and Rating (PASER), Performance-Based Maintenance (PBM), etc.) for the GRTSC area. Assist the Project and Contracts Engineer with project reviews, design, and call for projects processes as assigned.</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary:</th>
<th>Percentage: 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administer CPM and Bridge and Maintenance projects in their entirety including development/design and consultant coordination functions for the GRTSC as a technical resource.</td>
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</table>

**Individual tasks related to the duty:**
- Serve as the Project Leader/coordinator of CPM and Bridge and Maintenance development projects as well as consultant service contracts. Provide oversight and direction of engineering activities.
- Attend/coordinate all project meetings and provide engineering solutions to problems within the projects to keep them on track. Monitor project schedules of design activities and update project networks as assigned. Coordinate input from the various resource staff within MDOT to meet the projects goals and objectives.
- Ensure project programming is up to date and submit change request documents as necessary to keep the database current.
- Prepare/coordinate contract documents for design services and participate in selection interviews as necessary. Maintain all appropriate project records and documentation.
- Coordinate the resolution of utility relocations for projects assigned.
- Perform Quality Control and Quality Assurance (QC/QA) review of preliminary and final plans, specifications, and estimates and ensure final project packages submitted for bidding are complete.
- Coordinate negotiation of contract details with consultant contracts and prepare evaluations of the consultant contract performance on projects.

<table>
<thead>
<tr>
<th>Duty 2</th>
<th>General Summary:</th>
<th>Percentage: 25</th>
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<tbody>
<tr>
<td>Define, monitor, and control the scope, cost, and schedule for all assigned projects.</td>
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**Individual tasks related to the duty:**
- Serve as the technical resource/project leader administering CPM and Bridge and Maintenance by providing project oversight and direction of engineering activities for design contracts within the GRTSC area.
- Utilize Department information management systems to document processes; serve as the lead in the determination of project parameters; and monitor and control the cost, scope, and schedule for projects.
- During the conceptual and scoping phases of project, work with the Transportation Service Center (TSC), Region, and Central Office staff including other lead Projects and Contracts Managers, System Managers, and functional area specialists to apply engineering principles and practices to recommend project scope, costs, and schedules.
- Coordinate and maintain the flow of information and make recommendations relative to the project scope, cost, and schedule.
- Develop and implement QC/QA measures related to project deliverables to ensure conformance with MDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.

<table>
<thead>
<tr>
<th>Duty 3</th>
<th>General Summary:</th>
<th>Percentage: 25</th>
</tr>
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<tbody>
<tr>
<td>In coordination with the Operations Manager and Projects and Contracts Manager, lead the Annual Call for Projects process in the areas of CPM and Bridge and Maintenance.</td>
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**Individual tasks related to the duty:**
- Provide input on what projects should be in the call. Coordinate CPM and Bridge needs with maintenance planned and proposed work. Recommend work for routine and heavy maintenance activities in alignment with goals of CPM and Bridge planned and programmed work.
- Prepare lists and maps of candidate project locations. Maintain list of unmet needs.
- Formulate scoping packages for candidate projects and prepare summary of scopes for review by the Operations Manager, Projects and Contracts Manager, TSC Manager, and Region Operations and Development Associate Region Engineers.
General Summary: Percentage: 10

Implement and administer improvements and other duties as assigned.

Individual tasks related to the duty:

- Receive, resolve, and respond to customer concerns by making decisions as to the resolution of customer claims, complaints, and applications per organizational policy in the areas of CPM and Bridge and Maintenance. Oversee, guide, and instruct others in the resolution of customer concerns.
- Serve on regionwide and statewide teams to improve business processes.
- Work with the TSC Construction area to coordinate/clarify work from the development phase.
- Coordinate TSC participation in Asset Data Collection and Measurement as a part of PASER and PBM processes.
- Assist other Operations staff as assigned to promote redundancy and work knowledge transfer.
- Represent the TSC by building positive working relationships with consultants, local municipalities, contract agencies, and other areas within MDOT.

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

Assist TSC Manager and construction staff in the determination of pavement fix needs. Collect and analyze facts and information. Decisions that involve the application of standard design/maintenance practice of procedures. These decisions will affect the design and construction of a project. Decisions will affect project management and the requirements needed to complete projects on time and within budget. Decisions consistent with MDOT, FHWA, and AASHTO standards and guidelines.

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

- When changes in policy are required.
- Changes in previously approved project scope, cost, or schedules.
- Conflicts in engineering standards, practices, or legal requirements.
- Correspondence to or from elected officials.

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.

- Field work (site reviews) and exposures to high traffic and exposure to the natural elements (i.e. walking, climbing, and standing required.)
- May require extended periods of time working on a computer.
- May require travel to meeting outside the normal working hours.
- Must be able to communicate both orally and in writing.
- Heavy workloads with specific deadlines.

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):

- Complete and sign service ratings.
- Assign work.
- Provide formal written counseling.
- Approve work.
- Approve leave requests.
- Review work.
- Approve time and attendance.
- Provide guidance on work methods.
- Orally reprimand.
- 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?

Coordinate, track, organize, lead, and report on the projects in the areas of CPM and Bridge and Maintenance for the GRTSC area. Coordinate negotiations and give direction on the consultant contracts, perform Quality Control reviews on the design and scoping packages, perform development/design and consultant coordination functions as assigned, and perform program coordination to ensure efficient use of budgets relative to the CPM and Bridge and Maintenance areas.

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?

Coordinate, track, and report on CPM and Bridge and Maintenance projects in the development process for the GRTSC area. Coordinate negotiations and work assignments on consultant contracts as assigned, perform Quality Control reviews on the design/scoping packages, perform program scoping and budget tracking, and assist with project selection in the areas of CPM and Bridge and Maintenance for the GRTSC area. Coordinate asset data collection for the GRTSC area. Assist the Project and Contracts Engineer with project reviews, design, and call for projects processes.

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 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 requirements of the design, construction, or maintenance of highway pavements. Must possess strong, effective organization, team building, facilitation, leadership, and communication skills. Considerable knowledge of engineering office practices and procedures; ability to read, interpret, and prepare engineering plans, specifications, and technical reports; ability to use and instruct others in use of computer programs used in road design; ability to organize, evaluate, and present information effectively and to negotiate favorable solutions to complex issues. Knowledge of and commitment to customer service efforts. Knowledge of equal employment opportunity.
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.
None

I certify that the entries on these pages are accurate and complete.

KELSEA COLE                                      8/3/2021
_____________________________________________  ____________________________
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