

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

<b>Position Code</b> 1. TRAENGAC43R
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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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENGINEER-A	<b>10. Division</b> Southwest Region
<b>5. Working Title (What the agency calls the position)</b> Utility & Permit Engineer	<b>11. Section</b> Marshall TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> BRATSCHI, ZACKERY M; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Operations
<b>7. Name and Position Code Description of Second Level Supervisor</b> KREMER, ANNJANETTE M; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 15300 West Michigan Avenue, Marshall, MI 49068 / 7:30 a.m.- 4:30 p.m. Mon-Fri (hours may vary)

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

This position functions as a senior worker, serving as a technical resource providing guidance, performance measurement of assigned tasks, quality control review and/or direction for Utility and Permits at the Marshall Transportation Service Center (TSC). This position performs engineering assignments in the area of utility and permit engineering with additional work in the areas of design, construction administration, and traffic and safety. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) services and products. Successful and continuing customer contact is a requirement for this position.

This position requires possession of a valid driver's license to perform field work and reviews.

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: 35**

Coordinates utility relocations involving gas, electric, phone, cable, and water system adjustments needed for MDOT construction projects with affected utilities.

This duty requires the possession of a driver's license to perform field work and reviews.

**Individual tasks related to the duty:**

- Serves as the liaison and technical resource for all utility relocations needs related to projects, providing guidance, performance measurement of assigned tasks, quality control review, and/or direction.
- Reviews and processes utility relocation permits and processes utility relocation reimbursements requests..
- Reviews responses from utility companies, determines potential utility conflicts, and coordinates relocation of utilities that are in conflict. Negotiates/approves this information and provides it to the project manager for design plans and bid documents.
- Reviews and analytically analyzes complex plans and proposals for all projects within TSC to identify utility conflicts and recommend ways to eliminate or minimize these conflicts.
- Coordinates and facilitates all aspects of utility relocations needed for MDOT construction projects with affected public and private utilities.
- Determines the need for, schedules, and conducts utility relocation meetings.
- Ensures uniformity in utility relocation needs for future construction projects and utility company requests for usage of MDOT right of way.
- Performs field reviews to identify potential utility conflicts.
- Assists supervisor in monitoring, coordinating and/or assigning appropriate resources based on operational needs in the areas of operations.
- Mentors and trains transportation engineers in the Engineer Development Program (EDP), Interns, and the Permits Agent.

**Duty 2**

**General Summary:**

**Percentage: 30**

Reviews, interprets and approves/disapproves complex construction permits that are submitted by individuals, consultants, developers, utilities and public agencies who desire to work or place facilities within the TSC's highway right-of-way (ROW). Complex permits include but are not limited to permits 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)), combinations of multiple utility installations (e.g., storm and/or sanitary sewer, new water main), major utility improvements that require complex traffic control and construction phasing, and major developments in which traffic impact study, agreements, and other coordination is required.

This duty requires the possession of a driver's license to perform field work and reviews.

**Individual tasks related to the duty:**

- Serves as a technical resource and utilizes standards, guidelines, and judgment to respond to customer requests for usage of MDOT right of way (ROW). Answers all questions related to ROW permits
- Reviews engineering reports, site plans, plans, and drainage designs to evaluate and approve or disapprove proposed complex ROW Permit applications. Standard applications are those with limited traffic control concerns and few other disciplines involved.
- Organizes and coordinates permits utilizing the most current State of Michigan online permits systems.
- Meets with permit applicants in the field and/or in the office to review permit applications and compliance with permits.
- Provides guidance and expertise to facilitate the timely resolution of issues and timely permit issuances.
- Inspects permitted activities and prepares inspection reports.
- Oversees the TSC permit issuance process and recommends process improvements as warranted.
- Mentors and trains transportation engineers in the EDP program, Interns, and the Permits Agent.

**Duty 3**

**General Summary:****Percentage: 15**

Reviews plans from department staff, local agencies, and consultants for completeness and adherence to standards. Recommends changes to design engineers. Arranges and sets up public meetings. Resolves complex design issues. Assists construction personnel with questions. Oversees and coordinates the final plan preparation process with other divisions, outside agencies, departments, and the general public.

**Individual tasks related to the duty:**

- Serves as a technical resource and reviews plans of other department staff, local agencies and consultants for completeness and adherence to current standards, specifications, and methods. Expertise provided regarding the design and plan preparation process. Recommends changes, incorporates experimental and new techniques based on sound engineering judgment.
- Participates in pre-letting briefings and pre-construction meetings to explain special design features to contractors.
- Participates in post construction reviews to evaluate projects and note suggestions for future projects.
- Assists construction personnel with questions related to design plans.
- Prepares preliminary and final design plans and proposals for projects within the TSC area.
- Prepares cost estimates and letting packages.
- Attends all plan reviews and incorporates findings in the plans.
- Scopes future projects and assists in preparing the five-year plan for the TSC.

**Duty 4****General Summary:****Percentage: 10**

Builds, strengthens, and maintains the Transportation Service Center internal and external customer base.

**Individual tasks related to the duty:**

- Responds to questions from the general public, business organizations, village and city managers, MPO's, and rural task forces. Jointly resolves transportation issues. Oversees, guides and instructs others in the resolution of customer concerns.
- Develops a "partnering" relationship with external customers.
- Proactively meets the operational needs of the external customer.
- Continually strives to improve MDOT "image" in association with the Transportation Customer Service Representative.
- Assists in the management of all aspects involved in the delivery of contractor/MDOT construction contracts.
- Understands and resolves technology issues associated with the implementation and operation of TSC communications, computers, and software necessary for associated business processes.
- Leads and exemplifies the standards of visionary, ensures positive outcomes, people first, professional excellence and character & integrity.

**Duty 5****General Summary:****Percentage: 10**

Additional engineering duties as assigned.

**Individual tasks related to the duty:**

- Assists with other engineering duties in support of the TSC Operations and Development areas.
- 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.**

Approval or denial of Construction Permits or Utility Relocations when in complete conformance with Department policies, procedures, and guidelines. Determine when input is needed from local agencies, other TSCs, or specialty resource 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.**

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 in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Traversing on uneven terrain including traversing up and down roadway slopes. Transporting up to 25 pounds. Moving in and out of traffic. Traversing under bridges, wading in water, and working near heavy traffic. Moving in and around an office

setting, including extensive use of a computer. Occasional overnight travel to training classes and conferences. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

**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"/> 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?**

Yes

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

This position functions as a senior worker, performing engineering assignments in the area of utility and permit engineering with additional work in the areas of design, construction administration, and traffic and safety. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) services and products. Successful and continuing customer contact is a requirement for this position. This position requires possession of a valid driver's license to perform field work and reviews.

**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 Marshall TSC covers a three-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.

Possession of 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:

- Department policy and legal authority.
- Engineering principles, practices, standards, and specifications.
- Engineering tools including computers and engineering workstations.
- Survey procedures and record keeping.

Ability to:

- Work as a team member.
- Oversee and train others.
- Meet and deal effectively with others.
- Communicate effectively.
- Work independently.
- Use initiative in carrying out assignments.
- Make presentations before groups.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Working toward professional engineering license 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.

N/A

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

LOGAN BRISTOL

1/15/2026

\_\_\_\_\_  
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