

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 Southwest Region
5. Working Title (What the agency calls the position) Assistant Construction/LAP Engineer	11. Section Marshall TSC
6. Name and Position Code Description of Direct Supervisor TAKACS, NATHAN G; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor KREMER, ANNJANETTE M; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 15300 West Michigan Avenue, Marshall, MI 49068 / 7:00 a.m. - 3:30 p.m. Mon-Fri (hours may vary)
14. General Summary of Function/Purpose of Position This position serves as an Assistant Construction Engineer at the Marshall Transportation Service Center (TSC). This position assists in the administration of TSC wide construction activities and the selection and oversight of consultant construction engineering services as well as the administration and oversight of local agency construction projects. This position also assists with various TSC activities such as utilities, pavement warranties, Work Zone Safety and contract administration. This position requires possession of a valid driver's license to perform field 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: 60

Serves as an Assistant Construction Engineer. This duty requires possession of a valid driver's license to perform field work and reviews.

Individual tasks related to the duty:

- Oversees and manages new Construction and Reconstruction (4R) projects which include drainage, subbase, and/or subgrade work, which involves working under the surface of the road.
- Oversees a team of engineers and technicians in conducting final project documentation reviews on state and local government construction projects. Based on recommendations and list of concerns provided, makes final decisions on resolution of concerns, and makes recommendation to manager on approving or denying project files and documentation to close-out the project
- Oversees engineering analysis, project schedule, and project coordination of highway and bridge projects to resolve field issues. Interprets project plan documents and provides direction on the intent in the field.
- Facilitates pre-construction meetings assigned by the Construction Engineer.
- Gathers written work orders and changes to contract quantities. Briefs the engineer and communicates to contractors, consultants, and Michigan Department of Transportation (MDOT) staff work order requirements. Negotiates costs with contractors for extras and overruns on project.
- Reviews contract documentation, pay estimates, and other project documents and provides recommendations. Coordinates construction work with local governments, utilities, media and public.
- Prepares programming documents.
- Reviews claims and requests from contractors for changes, extras, adjustments, and time extensions to contractors and makes recommendations to the Construction Engineer.
- Ensures contractor compliance with project specifications and plans. Interprets plans and specifications.
- Manages multiple complex construction projects per year, assuming all project engineer responsibilities for assigned projects.
- Ensures assigned projects are closed out timely.
- Attends required meetings with private citizens, utility companies, local officials, representatives from MDOT divisions, representatives from other state departments and Federal Highway Administration (FHWA) officials.

Duty 2

General Summary:

Percentage: 15

Oversees and manages TSC local agency construction program. This duty requires possession of a valid driver's license to perform field work and reviews.

Individual tasks related to the duty:

- Oversees and troubleshoots local government oversight projects. Provides advice and serves as the liaison to Local Agency Program (LAP) staff in central office.
- Attends local agency project grade inspection and pre-construction meetings, assists in awarding projects, provides technical assistance and support to the local agencies and their construction consultants, reviews change orders and recommendations. Ensures local agency projects are executed according to established procedures and standards.
- Performs field reviews on active TSC local agency projects for certification acceptance.
- Ensures that there is proper quality control on projects by preparing a quality assurance program to encompass the local agency program. Conducts project record reviews to ensure project records are complete and accurate. Coordinates the resolution of any deficiencies to assure close out of local agency projects within 120 days of approved contract completion date.
- Maintains status reports for projects, extras and overruns.
- Participates in statewide local agency development and training programs.
- Performs as the TSC official Designated Representative (DR) in the management of the TSC local agency construction program, as assigned by supervisor.

Duty 3

General Summary:

Percentage: 10

Assists with various TSC activities.

Individual tasks related to the duty:

- Performs utility coordination with the individual, private and municipal utility providers during the construction phase of projects.
- Coordinates with both the Project Manager and Construction Engineer to ensure that necessary utility moves are planned, documented and carried out.
- Coordinates with maintenance, development, construction traffic and planning to optimize departments infrastructure capacity.
- Participates in project scoping and plan reviews in development of the five-year plan for the Marshall TSC.
- Monitors pavement warranties within the TSC. Reviews the monthly warranty reports and ensures timely warranty inspection. Keeps track of all warranty inspections, as assigned by supervisor.
- Enters warranty information into the Statewide Warranty Administration Database (SWAD). Works with the Construction Engineer and the contractor to address pavement warranties that need corrective action, as assigned by supervisor.

Duty 4

General Summary:

Percentage: 5

Implements and monitors the effectiveness of the Work Zone Safety and Mobility Policy on assigned projects.

Individual tasks related to the duty:

- Reviews the traffic management plan (TMP) and the project constructability during the development phase of the project.
- Ensures that staff understand the Work Zone Safety and Mobility Policy so they can effectively monitor and document the TMP. Reviews staff's documentation of the TMP.
- Reviews the proposed temporary traffic control plan (TCP) for each project stage.
- Works with the Contractor and the TSC Traffic & Safety Engineer to understand the capacity analysis and how staging plans affect the variables of traffic volume, travel time and level of service.
- Responds to public concerns and serves as a Work Zone Safety and Mobility resource for local agency partners.
- Works with the contractor to develop, monitor, adjust and document the internal TCP to minimize delays and improve work zone safety.
- Ensures MDOT's safety program including required training is provided to employees. Coordinates with employees MDOT's accident prevention program and ensures a copy is available at the worksite.

Duty 5

General Summary:

Percentage: 5

Prepares and administers consultant contracts for the TSC.

Individual tasks related to the duty:

- Develops and administers the preparation of the scope of services, the selection process, and the contracting for consultant construction engineering and inspection services.
- Administers consultant contracts for project related tasks including oversight and direction of engineering activities. Reviews payment invoices and progress reports and makes recommendations for payment for completion of services. Compiles and maintains all vendor contract records.
- Prepares evaluations of the consultant's project submittals and overall performance on the project.
- Represents the TSC and region in building positive working relationships with consultants.
- Prepares and leads post construction reviews for assigned projects to evaluate the projects and notes suggestions for future projects.

Duty 6

General Summary:

Percentage: 5

Builds, strengthens, and maintains the Marshall TSC customer base. Implements and administers process improvements through internal guidelines (e.g. the MDOT House).

Individual tasks related to the duty:

- Responds to questions from the general public, business organizations, village and city managers and rural task forces.
- Maintains a proactive approach in meeting operational needs of external customers.
- Continually strives to improve the "image" of MDOT.
- Participates in employee teams to improve the business process of the Marshall TSC.
- Measures products and services provided by the Marshall TSC.
- Measures customer requirements, customer satisfaction and internal performance.
- 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.

Application of department standards and rules. Changes to plans and specifications. Cost analysis, progress scheduling, inspection and training. Works with MDOT TSC engineers, technicians, and maintenance workers. Personal judgment based upon prior experience.

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

Decisions which involve significant economic consequences or affect persons outside the TSC office. Significant deviation from department guidelines, policies and procedures. Decisions regarding work assignments, personnel matters and performance of team members and co-workers.

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 reviews of proposed or active road/bridge construction projects require traversing irregular terrain and involves working around dirt, concrete, bituminous materials, bridges/structures, excavations and construction equipment in all weather conditions. Frequent travel to local agencies, TSC projects and meetings. Pressure to meet deadlines. Position requires possession of a valid driver's license. 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"/> 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 serves as an Assistant Construction Engineer at the Marshall TSC. This position assists in the administration of TSC wide construction activities and the selection and oversight of consultant construction engineering services as well as the administration and oversight of local agency construction projects. This position also assists with various TSC activities such as utilities, pavement warranties, Work Zone Safety and contract administration. This position requires possession of a valid driver's license to perform field 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. Marshall TSC responsibilities include coordination of construction projects, design of road and bridge projects, development of traffic plans, issuance of permits, maintenance of state trunk lines, and evaluation and inspection of bridges and culverts. It requires active participation in local transportation issues. This position fits into these functions by assisting and serving as backup to the Construction Engineer for highway construction project.

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:

- Department policy and legal authority.
- Engineering principles, practices, standards, and specifications.
- Field Manager software and other computer word processing, spreadsheet and database programs.
- Personal and construction safety practices.

Ability to:

- Oversee and train others.
- Meet and deal effectively with others.
- Communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must maintain throughout employment in the position.
- Possession of the following certifications or possession within one year from the date of hire and must maintain throughout employment:
 - Certified Stormwater Operator (CSWO)
 - Comprehensive Soil Erosion and Sedimentation Control (SESC).

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