

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 Bay Region
5. Working Title (What the agency calls the position) Assistant Construction Engineer	11. Section Davison TSC
6. Name and Position Code Description of Direct Supervisor BROWN, KEITH G; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor KATENHUS, STEVEN D; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 9495 E. Potter Road, Davison, MI 48423 / M-F, 7a-3:30p (hrs may vary at mgmt discretion)
14. General Summary of Function/Purpose of Position Position functions as a senior worker assisting in the administration of Transportation Service Center (TSC) wide as well as some Region or Statewide construction activities and the selection and oversight of consultant construction engineering services. Duties of this position include overseeing the work assigned to engineers and technicians in staking, inspecting, and documenting contractual work; coordinating work with private and public agencies; reviewing design plans and contract documents for accuracy and completeness; performing and supervising interim and final reviews of project record review; receiving, resolving, or referring complaints and inquiries from internal and external customers; developing project cost projections and construction engineering costs; performing field reviews on active projects for certification and warranty acceptance; and monitoring overtime budgeting for technical staff.	

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

Serve as a technical expert assisting the Construction Engineer in the administration and oversight of TSC/Region/Statewide construction projects and consultant contacts by providing guidance, performance measurement of assigned tasks, and quality control review and direction.

Individual tasks related to the duty:

- Assist in the management of all aspects involved in the delivery and closeout of contractor/MDOT construction projects.
- Assist with staff assignments to successfully complete inspection and survey requirements.
- Assist/conduct pre-construction meetings.
- Assist with administering warranty requirements.
- Interpret the intent of project documents.
- Review claims and requests from contractors for changes, extras, adjustments, and time extensions to contracts and make recommendations to the Construction Engineer.
- Ensure that projects are "finalized" within 120 days.
- Ensure that project records are complete and orderly.
- Attend required meetings with private citizens, utility companies, local officials, representatives from other MDOT divisions, representatives from other state departments, and Federal Highway Administration (FHWA) officials.
- Receive, resolve, and respond to customer concerns by making decisions as to the resolution of customer claims, complaints, and applications per organizational policy. Oversee, guide, and instruct others in the resolution of customer concerns.
- Assist with scheduling pick-up surveys.
- Execute in the absence of the Construction Engineer consultant oversight contracts and the development/administration of said contracts.
- Resolve differences between technicians and contractors to keep the project on schedule.
- Recommend extensions of contracts due to traffic conditions, bad weather, and availability of materials and subcontracts.
- Monitor technicians' progression of work daily.

Duty 2

General Summary:

Percentage: 20

Provide oversight of consultant contracted construction engineering services. Assist the Construction Engineer in the administration and oversight of TSC-wide local agency construction projects. Meet with consultants routinely to review project progress, concerns, and problems. Receive, resolve, and respond to customer concerns by making decisions as to the resolution of customer claims, complaints, and applications per organizational policy. Oversee, guide, and instruct others in the resolution of customer concerns.

Individual tasks related to the duty:

- Assist/complete the preparation for solicitation of interest and scope of services for construction engineering services.
- Assist in the consultant selection process. Review priced proposals for selection of consultant services, negotiate scope of service and/or costs when required, and recommend for approval.
- Be the point of contact for assigned consultant construction engineering projects.
- Ensure that the consultant is enforcing the contract specifications.
- Review all recommendations and contract documents prepared by the consultant.
- Review consultant invoices and recommend payment or non-payment of services.
- Write reports and complete evaluations on consultant performance. Recommend acceptance of projects.
- When time permits and ensuring MDOT attends required meetings, attend local agency meetings, conduct field reviews, and track progress of projects.
- Assure local agency projects are executed according to established procedures and standards.
- Conduct project record reviews to assure project records are complete and accurate. Coordinate the resolution of any deficiencies to assure close out of local agency projects within 120 days of approved contract completion date.
- Recommend project for final acceptance by the Construction Engineer.

Duty 3

General Summary:**Percentage: 10**

Assist in the resolution of traffic and safety issues within the TSC area. Utilize traffic engineering standards, guides, principles, techniques, and judgment to recommend solutions to traffic concerns and questions.

Individual tasks related to the duty:

- Assist in planning, coordination, and monitoring of work zone enforcement for TSC construction projects.
- Assist in the preparation of maintaining traffic plans for construction and maintenance projects within the TSC area.
- Participate in design meetings for proposed projects for input of safety related work items.
- Perform field reviews of areas to be affected by construction and determine methods of handling traffic during construction to minimize adverse impacts on traffic.
- Prepare correspondence relating to recommended design and/or traffic control.
- Assist other TSC staff engineers with specific traffic problems which arise during active periods.
- Participate in traffic control reviews performed by the TSC for highway construction and maintenance projects throughout the Region.

Duty 4**General Summary:****Percentage: 5**

Assist in the preparation of preliminary and design final plans for highways, drainage, and miscellaneous highway functions.

Individual tasks related to the duty:

- Assist development staff in the preparation of preliminary and final design plans and contract documents using MDOT Computer Aided Drafting and Design package and other department software.
- Prepare detailed cost estimates.
- Attend meetings associated with the development of highway construction projects.
- Assist in the review of partially completed plans of other department staff, local agencies, and consultants for completeness and adherence to current standards, specifications, and methods.
- Participate in post construction reviews to evaluate the projects and note suggestions for future projects.
- Assist construction personnel with questions related to design plans.

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

Other duties as assigned.

Individual tasks related to the duty:

- Pro-actively meet the operational needs of both internal and external customers.
- Continually strive to improve MDOT "image."
- 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.

Personal judgment based on prior experience. 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 extras, overruns, and field changes are required during construction. When existing policy is unclear. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies, and/or 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.

Frequent travel to TSC projects. Walking on uneven terrain including climbing up and down roadway slopes. Lifting up to 25 pounds. Moving in and out of traffic on foot. Climbing under bridges, over water, wading in water, and continually working near heavy traffic occurs almost daily and requires good physical condition and agility. Moving in and around an office setting including sitting at a computer for long periods of time. Occasional overnight travel to training classes.

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?

Assist the Construction Engineer in oversight of the construction program for the Davison TSC to ensure compliance with federal, state, and local rules and regulations. Prepare estimates and studies for TSC programs. Provide administrative and technical expertise in controlling the safe and efficient movement of traffic on the highway system within the Davison TSC covered 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?

As the Assistant Construction Engineer, assist with selection and oversight of consultant construction engineering services and the administration of TSC wide construction activities. Supervise construction of roads, bridges, and associated activities to ensure projects are constructed in conformance with contract requirements and state and federal guidelines. Assist with traffic and safety issues and the development of design plans and contract documents. Actively participant in local transportation issues, resolution of complaints, and inquiries from internal and external customers and assist in strengthening the MDOT "image".

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:

Ability to speak and write effectively; work as a team member; oversee, lead, and train other workers; make presentations before groups; and meet and deal effectively with others. Resourcefulness and ability to use initiative in carrying out an assignment while working independently. Ability to apply engineering principles to construction and design problems. Understanding of surveying procedures and record keeping. Computer knowledge.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Valid driver's license.
- Continuous training as required or requested.
- Ability to obtain and maintain Soil Erosion and Sedimentation Control Certification within 1 year from the date of appointment.
- Preferred: Working toward Professional Engineer (P.E.) registration.

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

8/25/2021

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