

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) Highways
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-A	10. Division Superior Region
5. Working Title (What the agency calls the position) Utilities and Permits Engineer	11. Section Crystal Falls Transportation Service Center
6. Name and Position Code Description of Direct Supervisor BRADLEY, DAVID L; ENGINEER MANAGER LICENSED-3	12. Unit Utilities & Permits
7. Name and Position Code Description of Second Level Supervisor KARI, DANIEL M; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 120 Tobin Alpha Rd, Crystal Falls MI 49920 / Mon-Fri 7:00 am to 3:30 pm (Hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as a senior worker responsible for utility and permit coordination for the Crystal Falls Transportation Service Center (TSC). Responsibilities include providing expertise, advice, and consultation to utilities, the TSC's permit agent, contractors, and other customers for timely completion of permit work and utility relocation activities in the area. This position acts as a liaison between the Michigan Department of Transportation (MDOT) and utility companies/agencies during the design and construction phases and is responsible for recommending final sign-off on plans for approval and utility clearance. This position maintains project records, communications, and other relevant project information regarding utility and permit operations. This position also assists with the development and construction of MDOT road projects and provides technical support to the Transportation Maintenance Coordinator (TMC).

This position requires possession of a valid driver's license to perform field inspections 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: 25

Conduct the utility coordination process.

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

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. 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.
- Review and evaluate responses from utility owners and companies, determine potential utility conflicts, and coordinate relocation of utilities that are in conflict. Approve this information and provide the project manager design plans and bid documents.
- Coordinate the utility relocation schedule to ensure that the construction schedule is not negatively impacted by utility conflicts.
- Conduct plan reviews and approvals (e.g., base plan, preliminary plans and Omissions and Errors Check (OEC) plans) for utility relocations.
- Determine the need for, schedule 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 and clearance to Project Managers for MDOT projects prior to the letting of project.
- Ensure that all utility relocation is completed within plan specifications to minimize impacts to MDOT projects. Assist MDOT Construction Engineer with coordination during construction.
- Organize partnering meetings with the utility companies/agencies. Actively participate in Utility and Permit business team meetings.
- Review and process utility relocation permits and process utility relocation reimbursement requests.

Duty 2

General Summary:

Percentage: 25

Conduct the permit coordination process.

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

Individual tasks related to the duty:

- Review, interpret and approve or deny commercial and residential driveway applications, drainage requests, and all other permit activity.
- Facilitate and monitor timely submittal, review, and issuances of permits for project related utility work to avoid negative impacts on the project construction schedule.
- Review, interpret and approve complex permits that would require complex traffic control and construction phasing, utilizing MDOT standards and specifications, laws, and administrative rules for utility and permit issuance. Examples include: commercial and residential driveway permits and major utility improvements, permits with multiple items that need to be reviewed as part of the project, drainage changes with a jack and bore utility installation, road diet, major street scaping improvements with parking changes, multiple utility installations like storm water and/or sanitary sewer, and new water main.
- 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. Review and document drainage issues that are part of construction permits.
- Prepare documents and permit information for review and issuance.
- Oversee the TSC permit issuance process and recommend improvements as warranted.

Duty 3

General Summary:

Percentage: 40

Assist the Cost Scheduling Engineer in monitoring, coordinating, and/or assigning appropriate resources bases on operational needs in the areas of operations including project development activities related to the call-for-projects scoping processes, and completion of design deliverables. Mentor and train staff.

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

Individual tasks related to the duty:

- Coordinate, assign, and monitor TSC construction staff for timely completion of design pick up survey needs as required by the region design squad.
- Develop log job design deliverables for Capital Preventative Maintenance (CPM) and maintenance funded projects.
- Scope future projects, developing estimated quantities and costs, for all funding templates. Coordinate, assign, and monitor field data collection and office assistance provided by other TSC employees in the scoping effort. Review, analyze, and interpret asset management pavement condition data as a part of the road scoping process.

Duty 4

General Summary:

Percentage: 5

Assist the Construction Engineer on transportation projects mainly in road and bridge construction under the management of the TSC Construction Engineer. Oversee and provide guidance for teams of technicians, engineers, and administrative employees.

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

Individual tasks related to the duty:

- Estimate costs, prepare contracts, monitor progress, conduct meetings for the utilization of construction consultants.
- Oversee and provide guidance for teams of construction technicians. Coordinate construction staff to perform inspections, staking, and documentation. Interpret plans and specifications.
- Ensure timely and accurate completion of contract documentation, contract modifications, pay estimates and other project documents.
- Coordinate construction work with local governments, utilities, media and public. Ensure contractor compliance with project specification and plans.
- Maintain safe work zones for motorists and Department employees.
- Provide local agency oversight on design and construction activities.
- Oversee and provide guidance for teams of technicians, engineers, and administrative employees by assigning tasks and reviewing work for timeliness, accuracy, and completeness. Monitor work performance, attendance, and adherence to work rules by assigned employees. Inform supervisor of any problems. Coordinate leave requests and work assignments with supervisors. Train employees in appropriate design, construction inspection, and documentation procedures. Ensure work is completed efficiently.

Duty 5

General Summary:

Percentage: 5

Perform Pavement Surface Evaluation and Rating (PASER) pavement condition surveys and assist region bridge engineers in TSC area bridge inspections. Perform other duties as assigned.

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

Individual tasks related to the duty:

- Perform PASER road condition surveys as required.
- Assist Region bridge engineers on inspection duties within the TSC area.
- 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 based on past practices and current department guidelines and standards. Most engineering-related decisions are handled independently.

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

Decisions which involve significant economic consequences or affect people outside the TSC office. Significant deviation from department policy. Politically sensitive issues. Decisions regarding work assignments and performance of team members and coworkers.

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 associated with an office environment include remaining in a stationary period for extended periods of time and extensive use of a computer. Ability to transport items weighing up to 25 lbs. Field reviews and inspections include traversing irregular terrain. Occasional travel to attend training seminars or meetings that could involve overnight stays is required. Position required 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 functions as a senior worker responsible for utility and permit coordination for the Crystal Falls TSC. Responsibilities include providing expertise, advice, and consultation to utilities, the TSC's permit agent, contractors, and other customers for timely completion of permit work and utility relocation activities in the area. This position acts as a liaison between MDOT and utility companies/agencies during the design and construction phases and is responsible for recommending final sign-off on plans for approval and utility clearance. This position maintains project records, communications, and other relevant project information regarding utility and permit operations. This position also assists with the development and construction of MDOT road projects and provides technical support to the TMC.

This position requires possession of a valid driver's license to perform field inspections 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 Crystal Falls TSC is responsible for all highway operations in a five county area. The utility permit and coordination functions must be integrated with all programs that are designed to control, upgrade, and sustain the system to an acceptable level of service. This position contributes to that effort through planning, coordination, engineering, and quality control.

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

Ability to:

- Make independent decisions.
- Work in a team atmosphere.
- Communicate effectively.
- Exercise good public relations under adverse conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required and must maintain throughout employment in the position.

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

4/3/2026

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