

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

Position Code 1. TRAENGAE68R
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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.

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 Metro Region
5. Working Title (What the agency calls the position) Project & Contracts Project Manager - Design	11. Section Oakland TSC
6. Name and Position Code Description of Direct Supervisor ANASON, DAVID J; ENGINEER MANAGER LICENSED-3	12. Unit Project & Contracts Administration
7. Name and Position Code Description of Second Level Supervisor SWANSON, LORI; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 800 Vanguard Drive, Pontiac, MI 48341 / Mon.-Fri., 7:30-4:30 (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as a senior worker assisting the Project and Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the Scoping and Design phases of transportation projects in the Transportation Service Center (TSC). Responsibilities include providing programmatic and project expert technical advice and consultation to vendors for the completion of project tasks.

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: 50

Serve as the Project Manager for assigned transportation projects in the Design phase by establishing and implementing vendor contracts.

Individual tasks related to the duty:

- Oversee and manage vendor contracts by establishing scope of work, developing cost estimates, reviewing vendor proposals, coordinating the vendor selection and contract award process, resolving contract issues, negotiating with vendors on contract changes, acceptance of vendor work, recommending vendor payment invoices and preparing vendor performance evaluations. Utilize department management systems to coordinate resources and tasks to maximize efficiency and effectiveness of the project team and to ensure the assigned project tasks and deliverables are completed on time and within budget as in the approved scope.
- Work with Contract Services Division (CSD) in writing the scope of work and estimating hours and directly communicate with consultants and CSD regarding contracts and required work. Report, document, and monitor progress of projects and contracts. Contracts can be Specialized Services, Indefinite Services, As-Needed Services, or Full Service. Communicate and approve/disapprove payment estimate milestones, verification of services, scheduled milestones, and extension of services when needed.
- Coordinate the flow of information and make engineering decisions related to the project scope, cost, and schedule.
- Review and secure sign-off on contract authorizations, work orders and contract modifications for assigned projects.
- Compile and maintain all vendor contract records.

Duty 2

General Summary:

Percentage: 20

Serve as the technical expert providing guidance, performance measurements, quality control review and direction.

Individual tasks related to the duty:

- Perform Quality Control and Quality Assurance review on engineering products such as design plans, construction administration documents, engineering studies and other specialty areas.
- Review, prepare, analyze, interpret and complete reports for accuracy and take appropriate actions (e.g., give direction to consultants, provide comments to project managers, etc.)

Duty 3

General Summary:

Percentage: 20

Coordinate engagement of project stakeholders and public for customer services. 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:

- Direct the development and implementation of communication mechanisms that keep all relevant customers/stakeholders properly informed of all project related information and engaged in the project's execution. Stakeholders include external partners and customers (e.g., motorists, residents, businesses, etc.), local units of government and elected officials, contractors, project team members, department managers/leadership, and the public.
- Maintain and report on the progress/performance of assigned resource staff and consultants used for communications.
- Document decisions (e.g., what was changed and why) related to partnering and customer services for assigned projects.
- Serve as the point of contact for project inquiries from stakeholders and the media for assigned projects.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned, which may include, but are not limited to:

Individual tasks related to the duty:

- Assist supervisor in monitoring, coordinating and/or assigning appropriate resources based on operational needs.
- Enhance technology use for project related tasks.
- Represent the department at various meetings.
- Serve on quality action teams working on process improvements.
- Participate in TSC, region and statewide business teams to ensure alignment in program delivery and policy implementation.
- Assist other TSCs with similar project management related duties.
- 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 that involve the application of standard construction practice of procedures. These decisions affect the final construction of a project. In addition, decisions affect project management and the requirements needed to complete projects on time and within budget.

Decisions relative to engineering principles and practices consistent with Michigan Department of Transportation (MDOT), Federal Highway Administration (FHWA), and the American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.

Whenever possible identify, recommend, and implement improvements related to the work.

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.

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.

Work typically found in an office environment including extensive use of a computer and remaining in a stationary position for extended periods of time. Occasional field work may include exposure to high traffic, noise, dust, traversing irregular terrain in all weather conditions. Occasional travel may be required. 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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, position description completed by hiring manager.

23. What are the essential functions of this position?

This position serves as a senior worker assisting the Project and Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the Scoping and Design phases of transportation projects in the Transportation Service Center (TSC). Responsibilities include providing programmatic and project expert technical advice and consultation to vendors for the completion of project tasks.

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 work area is responsible for delivery of the programs and projects in their TSC area. This position assists the Project and Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the scoping and design of transportation projects in the TSC.

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 a bachelor of science in civil engineering is 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:

- The development, oversight, and coordination of contract administration.
- The scoping process, preliminary engineering process and key elements of highway construction projects'.
- Highway construction project design and construction standards and practices.
- The principles and practices of Transportation Engineering.

Skill in:

- Effective organizational team building, facilitation, negotiation, leadership and communication.

Ability to:

- Use department information management systems, especially ProjectWise, MDOT Phase Initiator (PI), and MDOT JobNet.
- Demonstrate and promote Metro Region's Values of " Working Together" and "Providing Clarity".
- Build positive relationships between MDOT and external stakeholders, including local communities, and the construction and consultant industry.
- Communicate effectively.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is 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.

None

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

ASHLEY PARSONS

9/30/2025

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