

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

Position Code 1. TRAENGAF03R
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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) Bridges and Structures
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-A	10. Division Structure Program
5. Working Title (What the agency calls the position) Bridge Program Engineer	11. Section Structure Asset Management
6. Name and Position Code Description of Direct Supervisor O'NEILL, MICHELLE L; ENGINEER MANAGER LICENSED-4	12. Unit Bridge Program
7. Name and Position Code Description of Second Level Supervisor HALLORAN, MICHAEL; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 6333 Lansing Rd, Lansing, MI 48917 / 80 Hours/Pay Period (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for ongoing management of the non-National Bridge Inventory (NBI) annual culvert program including coordinating the Department's Culvert Call for Projects Process as well as the Request for Action (RFA) Call for Projects Process. This position also serves as a statewide resource for programming and managing culvert and RFA projects in JobNet, is responsible for managing the Department's Bridge Emerging Technology program, provides support to the statewide specialist in the annual Bridge Call for Projects Process which includes Bridge Replacement and Preservation, manages the Bridge Priority Preservation Program, and serves as part of the support team for the Transportation Asset Management Council Bridge Committee.

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 recognized resource for ongoing management of the non-NBI culvert program including facilitating, coordinating, and managing the development of the annual Call for Projects as it would relate to non- NBI culvert structures.

Individual tasks related to the duty:

- Monitor programmed and let costs throughout the project process and compare to the allocated funding amounts throughout fiscal year. Provide analysis as requested within the Statewide Monitoring and Reporting Tool (SMART). When deviations are recognized, make or request program adjustments to the Culvert program accordingly.
- Review inspection data compared to scoping documents and make recommendations to the Ancillary Structures group to update inspection data when appropriate.
- Develop guidelines, policies, and procedures for the Culvert program.
- Review proposed projects compared to scoping guidelines and requirements, identify deviations from guidelines and requirements and ensure proper justification is provided as appropriate. Provide recommendations for approval or rejection of justification and circulate to Culvert Committee for review.
- Coordinate with regions and project managers to review change requests to programmed projects in JobNet. Perform a series of checks with each change request to recognize schedule change implications, budgetary impacts, Transportation Improvement Program (TIP), and Statewide Transportation Improvement Program (STIP) impacts and other associated consequences of the change.
- Review project obligations costs within Phase Initiator (PI) and obligate projects in PI, as needed.
- Utilize MDOT bridge management tools such as AASHTOWare BrM and ArcGIS.
- Manage program related documents utilizing ProjectWise, JobNet, SMART, PI, and Microsoft Office software.
- Develop the instructions and schedule for the Culvert Call for Projects and facilitate the Culvert Committee meetings, participate in project specific meetings, and perform field site visits as necessary. Coordinate with the Ancillary Structures Program Manager for scoping and prioritizing candidates.
- Monitor and update template targets in the appropriate tracking spreadsheets as necessary.
- Regularly evaluate the effectiveness of the Statewide Culvert program strategies and recommend modifications.
- Respond to inquiries concerning the Department's Culvert program.

Duty 2

General Summary:

Percentage: 15

Assist the statewide specialist with the bridge portions of the Transportation Asset Management Plan to improve or preserve the condition of the bridge network in a state of good repair. Assist with the facilitation and coordination of the Department's Bridge Call for Projects process as it would relate to Bridge Replacement and Rehabilitation, Bridge Capital Preventative Maintenance, and Bridge Capital Scheduled Maintenance.

Individual tasks related to the duty:

- Assist with monitoring programmed and let costs throughout the project process and compare to the allocated funding amounts throughout fiscal year. Provide analysis as requested within SMART. When deviations are recognized, make program recommendations to the statewide specialist.
- Assist with reviewing scoping documents and make recommendations to scoping engineer to update inspection data when appropriate.
- Assist with reviewing proposed projects compared to scoping guidelines and requirements, identify deviations from guidelines and requirements and ensure proper justification is provided as appropriate. Provide recommendations for approval or rejection of justification and circulate to committee for review.
- Assist with coordinating with regions and project managers to review change requests to programmed projects in JobNet.
- Review project obligations costs within PI and obligate preliminary engineering phases in PI, as needed.
- Participate in Call for Projects meetings and perform submittal reviews.
- Utilize MDOT's bridge management tools (e.g., AASHTOWare BrM, Bridge Condition Forecasting System (BCFS), and MiBridge).
- Monitor and update template targets in the appropriate tracking spreadsheets as necessary.
- Assist with preparing summaries and reports on bridge data related to the Call for Projects including assisting with the creation of the Executive Summary and annual update of the Call for Projects Manual.
- Make recommendations to specialist and system manager on program changes as necessary.

Duty 3

<p>General Summary:</p> <p>Manage Bridge Emerging Technology Program.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Maintain the statewide database of emerging technologies used on bridge projects including their locations and project information, both past and present. • Maintain the Accelerated Bridge Construction technologies used on past and upcoming bridge projects within the emerging technologies database. • Monitor, track, and review Emerging Technology funding applications and submissions and make recommendations to the Bridge Call for Projects sub-committee on candidate selections. • Update eligible emerging technologies based upon Statewide Bridge Alignment Team recommendations. • Perform analysis on benefit of past technologies. • Serve as the spokesperson for the emerging technology program, answering questions and soliciting applications from the bridge owners. 	<p>Percentage: 10</p>
<p>Duty 4</p> <p>General Summary:</p> <p>Provide structure management support by gathering data, compiling information, updating documents, and general assistance for other programs.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Lead the annual effort to develop federal bridge cost data and submit to Federal Highway Administration (FHWA) by coordinating with the Big Bridge Scoping Engineer and Data Analyst in the Structure Management Section. • Provide support to the Transportation Asset Management Council (TAMC) Bridge Committee by attending committee meetings and providing structure data for the annual report and other items as requested. • Assist with program administration functions for the Local Agency Bridge Bundling Program, Statewide Big Bridge Program, and Special Needs Program with programming, monitoring, and tracking of projects and budgets. • Develop recommendations for the funding targets for the RFA Call for Projects using an allocation formula based on certain criteria related to project eligibility. • Coordinate the submittal of the annual statewide RFA Call for Projects. • Assist with the administration of other statewide structural initiatives such as the Ancillary Structures Asset Management Program. • Report monthly on the number of serious, critical, and closed structures in both the trunkline and local agency inventory. • Prepare and assist in the preparation of other reports and data resulting from legislative inquiries, Director and Governor office requests, Freedom of Information Act (FOIA) requests, and other inquiries as required of the structural management section. • Utilize AASHTOWare BrM, MiBridge, ArcGIS, and the BCFS. • Serve as the Project Manager and/or participate on various research projects and provide input into bridge and culvert management research programs. 	<p>Percentage: 10</p>
<p>Duty 5</p> <p>General Summary:</p> <p>Provide as-needed support to the Big Bridge Scoping Engineer.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Assist with processing invoices for operations of MDOT movable bridges. • Assist with the various tasks associated with scoping Big Bridge projects and incorporating them into the five-year transportation program. 	<p>Percentage: 10</p>
<p>Duty 6</p> <p>General Summary:</p> <p>Miscellaneous duties.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Duties as requested by supervisor or related to the work unit. 	<p>Percentage: 5</p>
<p>16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.</p> <p>Proper application of Call for Projects instructions. Decisions related to scopes meeting the Call for Projects guidelines and</p>	

requiring justifications from the scoping engineer, decisions related to project programming such as funding category selection, program revision documentation, and database accuracy.

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

When accepted policies or procedures are not applicable to project programming.

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 involves normal physical effort working in an office including working from a computer; moving heavy or bulky loads; position may require availability outside normal working hours based on operational needs; heavy workloads working with specific deadlines. Field reviews of proposed or active road/bridge construction projects requires traversing irregular terrain and exposure to dirt, fumes, heavy and high-speed traffic or adverse weather conditions. Must have ability to read plans or perform field related duties.

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):

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|---|--|
| <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 the recognized resource for ongoing management of the non-National Bridge Inventory (NBI) annual culvert program including coordinating the Department's Culvert Call for Projects Process as well as the Request for Action (RFA) Call for Projects Process. This position also serves as a statewide resource for programming and managing culvert and RFA projects in JobNet, is responsible for managing the Department's Bridge Emerging Technology program, provides support to the statewide specialist in the annual Bridge Call for Projects Process which includes Bridge Replacement and Preservation, manages the Bridge Priority Preservation Program, and serves as part of the support team for the Transportation Asset Management Council Bridge Committee.

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 has statewide structure management functionality, related to bridge program strategic planning, bridge program management and administration, bridge program delivery, and bridge inventory data management. This position serves as the Department's recognized resource responsible for the ongoing management of the annual culvert program and assists in coordinating the Department's RFA Call for Projects process which includes Bridge Replacement and Preservation. This position has primary responsibilities in the area of bridge and culvert program management and administration. This unit receives a lot of legislative inquiries, requests from the Director and Governor's office, and this position supports the effort to respond to those inquiries in a timely manner. This position also provides support in many miscellaneous tasks that arise related to structure management.

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:

- Materials, methods, and techniques used in the design, construction, and maintenance of highways, bridges, and related structures.
- Highway laws, codes, standards, and specifications pertaining to highway engineering and costs.

Ability to:

- Communicate effectively.
- Maintain favorable public relations and work in a team environment.
- Utilize existing computerized technology in the completion of assigned objectives.
- Read and interpret engineering plans, specifications, and technical reports.
- Maintain records and prepare reports and correspondence related to the duties.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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

2/3/2026

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