

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

Position Code 1. TRAENGAF05R
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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) Highway Operations
4. Civil Service Position Code Description Transportation Engineer-A	10. Division University Region
5. Working Title (What the agency calls the position) Region Assistant Construction Engineer	11. Section Construction
6. Name and Position Code Description of Direct Supervisor WALTER, SCOTT J; ENGINEER MANAGER LICENSED-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor PALMER, STEPHEN J; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 4701 W. Michigan Ave., Jackson, MI 49201 / 7:30-4:30 Mon-Fri (Hours may vary)

14. General Summary of Function/Purpose of Position

As a key leader within the Region Construction team, this position provides oversight and strategic direction for state and local construction engineering operations. This position manages and optimizes critical business processes, including geotechnical investigations, quality assurance, material testing, work zone safety and mobility, contract modifications, schedule extensions, prompt payment compliance, prevailing wage enforcement, Disadvantaged Business Enterprise (BDE) program implementation, claims management, final project reviews, and project closeouts.

This senior-level position plays a pivotal role in ensuring alignment across the Region, coordinating efforts with Transportation Service Centers (TSCs), other Regions, Lansing, and the Federal Highway Administration (FHWA). This position leads efforts to resolve complex engineering and contractual challenges, drives process improvements, oversees budgetary compliance, and ensures the seamless execution of MDOT's construction programs.

Additionally, this role actively contributes to the Region's construction business strategy, spearheads the implementation of innovative contract delivery methods, and serves as a key representative on statewide construction teams, including standing in for the Region Construction Engineer as needed.

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: 55

Manages quality assurance for geotechnical recommendations within the Region's state and local construction operations. Oversees geotechnical activities, troubleshoots complex issues, and contributes to process improvements. Ensures compliance with regional and statewide policies while promoting consistency across construction teams. Provides technical expertise and collaborates with the Region Construction Engineer to enhance geotechnical standards and best practices.

Individual tasks related to the duty:

- Coordinates geotechnical efforts across the Region, ensuring comprehensive coverage for all active projects.
- Provides technical guidance and mentorship to junior staff while continuing to expand expertise through field experience.
- Leads on-site geotechnical meetings with department and contractor staff to improve project coordination and decision-making.
- Oversees and evaluates on-site geotechnical activities to ensure adherence to state guidelines and industry best practices.
- Plays a key role in developing future pavement sections using the department's mechanistic design guidance.
- Assesses existing geotechnical conditions to support project scoping, design evaluations, and long-term infrastructure planning.
- Responsible for the 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.
- 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 new Construction and Reconstruction (4R) projects which include drainage, subbase, and/or subgrade work, which involves working under the surface of the road.

Duty 2

General Summary:

Percentage: 20

Leads the coordination with the Region Construction Engineer to oversee and ensure robust quality assurance for state and local construction operations across the Region. Takes primary responsibility for monitoring, evaluating, and optimizing the delivery of construction programs, proactively identifying challenges, implementing effective solutions, and driving continuous improvement initiatives. Ensures full compliance with regional and statewide policies and guidelines, ensures consistency, regulatory adherence, and best practices across all projects while maintaining high standards of project delivery.

Individual tasks related to the duty:

- Leads the development and implementation of quality assurance programs for the Region's construction engineering operations, ensuring projects are delivered with the highest quality standards, on time, and within budget.
- Oversees and ensures full construction compliance, with a focus on work zone safety and mobility (WZSM) policy implementation, enforcement reporting, traffic control QA, SESC/NPDES compliance, contract modifications, schedule extensions, prompt payment, prevailing wage requirements, DBE program, claims management, project final reviews, closeouts, warranty inspections, and corrective actions.
- Evaluates region-wide consultant construction engineering contracts, including consultant selection, performance monitoring, and effectiveness evaluation.
- Takes a leadership role in the Region construction business team, organizing meetings, preparing agendas, and providing strategic guidance to ensure the success of team objectives.
- Drives the adoption and application of innovative contract delivery methods to enhance efficiency and effectiveness across projects.
- Provides expert input and represents the Region Construction Engineer on both regional and statewide construction teams as needed.
- Leads the coordination and scheduling of complex construction activities, ensuring seamless execution of projects.

Duty 3

General Summary:**Percentage: 10**

Leads quality assurance efforts for the Region's state and local construction operations, ensuring the successful delivery of high-quality projects. Monitors and evaluates the execution of construction programs, applying expertise to resolve complex issues and drive continuous improvements in processes and procedures. Provides strategic leadership to ensure alignment with regional and statewide policies, guidelines, and best practices across all construction projects.

Individual tasks related to the duty:

- Leads the Region's material testing efforts, ensuring that materials incorporated into state and local projects fully comply with contract specifications and monitors the effectiveness of laboratories conducting testing or verification.
- Oversees and provides strategic direction for quality assurance material testing, ensuring adherence to high standards for state and local projects.
- Manages the Region's Independent Assurance Testing Program, ensuring all testing protocols meet rigorous quality and compliance standards.
- Evaluates Region-wide consultant testing contracts, tracking costs, evaluating effectiveness, and ensuring optimal performance.
- Contributes expert input to regional and statewide material teams, guiding decision-making and process improvements.
- Measures and analyzes the cost, schedule, and quality performance of materials in state and local projects, implementing strategies to enhance results and drive continuous improvements.
- Oversees and troubleshoots local government oversight projects. Provide advice and serve as the liaison to Local Agency Program (LAP) staff in central office.

Duty 4**General Summary:****Percentage: 10**

Serves as the Region Construction Engineers' primary Construction Liaison, responsible for coordinating and collaborating on state and local construction issues and construction contract matters across all Region TSCs, other Regions, Lansing, FHWA, and key construction, engineering, and material stakeholders. Builds and maintains strong, positive relationships with internal and external stakeholders to ensure effective communication and alignment on construction priorities and challenges. Leads efforts to foster collaboration and resolves complex construction and contractual issues, ensuring alignment with regional goals and state guidelines.

Individual tasks related to the duty:

- Collaborates with TSC Construction Engineers and Assistants to communicate issues and objectives, driving alignment with statewide policies and guidelines.
- Leads Region review of project scoping, plan review meetings, and Omissions and Error Check (OEC) meetings, ensuring alignment with project goals and standards.
- Participates in post-construction review meetings at the TSC, providing strategic input and ensuring project outcomes meet expectations.
- Represents the Region at stakeholder meetings, acting as a key liaison to address concerns and align efforts across various entities.
- Attends and provides leadership in TSC claim-related meetings, offering expert guidance and ensuring efficient resolution of issues.
- Gathers written work orders and changes to contract quantities. Briefs the engineer and communicates to contractors, consultants, and MDOT staff work order requirements. Negotiates costs with contractors for extras and overruns on project.

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

Other Duties as assigned

Individual tasks related to the duty:

- Represents the Department in public informational meetings as needed.
- Responds to questions, from the general public, business organizations, village and city officials, MPO's and rural task forces.
- Continually strives to improve MDOT's "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.

Interpret MDOT policies and guidelines concerning budgeting issues. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, MIOASHA, and AASHTO standards and guidelines and being able to meet multiple priority deadlines. Solve construction problems, related final review questions and wage compliance issues based on

specifications, manuals and other documents. Work with TSC's, Contractors and Consultants to resolve problems as needed because of on-going construction projects.

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

When existing policy is unclear. When a decision may be required from the executive level; personnel matters; assistance in mitigating controversies; and revision of a program schedule. Financial decisions regarding consultant contracts.

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.

Moving in and around an office setting, including remaining in a stationary position for extended periods of time utilizing a computer. Travel to projects and offices statewide. Traversing uneven terrain, including moving up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to traffic, including moving in and out of traffic. Traversing under bridges, wading in water as 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):

- | | |
|---|--|
| <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?

As a key leader within the Region Construction team, this position provides oversight and strategic direction for state and local construction engineering operations. This position manages and optimizes critical business processes, including geotechnical investigations, quality assurance, material testing, work zone safety and mobility, contract modifications, schedule extensions, prompt payment compliance, prevailing wage enforcement, DBE program implementation, claims management, final project reviews, and project closeouts.

This senior-level position plays a pivotal role in ensuring alignment across the Region, coordinating efforts with Transportation Service Centers (TSCs), other Regions, Lansing, and the Federal Highway Administration (FHWA). This position leads efforts to resolve complex engineering and contractual challenges, drives process improvements, oversees budgetary compliance, and ensures the seamless execution of MDOT's construction programs.

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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 supports region wide construction efforts in coordinating and managing various construction engineering processes for state and local projects. Including geotechnical investigations, quality assurance, material testing, work zone

safety and mobility, contract modifications, schedule extensions, prompt payment tracking, prevailing wage compliance, DBE program oversight, claims processing, final project reviews, and project closeouts.

The role involves collaboration with the Region Construction unit to ensure consistency and communication across the Region, Transportation Service Centers (TSCs), Lansing, and the Federal Highway Administration (FHWA). This position helps address construction-related challenges, meet deadlines, monitor budgets, and contribute to the successful execution of MDOT services and projects. Actively participate in local transportation issues, resolution of complaints and inquiries from internal and external customers and strengthen 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.
- Use initiative in carrying out an assignment while working independently.
- Apply engineering principles to construction and design problems.

Skills:

- Resourcefulness

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

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

3/3/2025

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