

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

Position Code

1. TRAENGAF16R

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 Construction and Technology
5. Working Title (What the agency calls the position) Assistant Ancillary Structures Engineer	11. Section Construction Field Services
6. Name and Position Code Description of Direct Supervisor JAMES, CHRISTOPHER M; ENGINEER MANAGER LICENSED-3	12. Unit Region Administration
7. Name and Position Code Description of Second Level Supervisor GRAZIOLI, MARK J; STATE ADMINISTRATIVE MANAGER- 1	13. Work Location (City and Address)/Hours of Work 18101 W 9 Mile Rd, Southfield, MI 48075 / M-F 7:30am- 4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

The position serves as the recognized resource Assistant Ancillary Structures (e.g., earth retaining walls, sound walls, sign structures, drainage culverts, etc.) Engineer within the Metro Region of the Michigan Department of Transportation (MDOT). The position works with the Construction and Ancillary Structures Engineer and other MDOT professionals to manage Metro Region ancillary assets through inspection, act on any emergency repairs and coordinate longer term rehabilitation and replacement needs. The position also assists in providing assistance to Transportation Service Center (TSC) Construction Engineers, coordinating drainage and hydrology concerns within the Metro Region, and providing engineering assistance related to Metro Region paving operations.

This position requires possession of a valid driver's license to perform site visits.

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 Assistant Ancillary Structures Engineer.

This duty requires possession of a valid driver's license to perform site visits.

Individual tasks related to the duty:

- Serve as the region resource for repair and construction of ancillary structures.
- Manage immediate repair needs. Communicate the status of repairs and the completion of Requests for Action (RFA) to Region and Statewide stakeholders.
- Work with the MDOT Lansing Bureau of Bridges and Structures (BOBS), Metro Region Development, Metro Region Operations and the Metro TSC's.
- Receive ancillary structure inspection data and RFAs from BOBS, and communicate inspection outcomes with Supervisor, and Operations staff.
- Analyze inspection results and RFAs, prioritize required responses, and make recommendations for immediate repairs and long-term repairs.
- Perform and assist in the long-term monitoring of locations which do not have immediate repair options. Monitoring would be done through physical inspection of structures to check for presence or progression of distresses (e.g., cracking, tilting of support poles, etc.)
- Develop ancillary structure asset management plans and strategies for long term rehabilitation and replacement plans by working with the supervisor, development and BOBS.
- Attend project milestone meetings for all projects within Metro Region. Convey ancillary structure condition data and maintenance needs to Project Managers. Coordinate with Project Managers to incorporate ancillary structure asset management needs into projects.
- Assist with the management of consultant contracts related to ancillary structure asset management.
- Assist with construction oversight for all ancillary structure projects.
- Coordinate with region staff to select candidate projects for the yearly culvert Call for Projects.

Duty 2

General Summary:

Percentage: 20

Assist Metro Region Construction Engineers.

Individual tasks related to the duty:

- Resolve field problems and disputes (e.g., how testing should be performed) by working with the Metro Region construction engineers, consultants and contractors.
- Ensure interim and final audit reviews are performed in a timely manner on Local Government Projects. Participate in the completion of interim and final audit reviews as required.
- Ensure timely compliance and effectiveness with a focus on contract modifications, extensions of time, prompt payment, prevailing wages, Disadvantaged Business Enterprise (DBE) program and project close out.
- Assist in conducting the Metro Region Construction and Technology Business Team (CBT). Work with the CBT to address any areas for improvement as related to contract inspection, testing and administration.
- Participate in Region claim reviews and assist in drafting claim decision letters.
- Participate in post construction reviews. Initiate project improvements to address re-occurring issues.

Duty 3

General Summary:

Percentage: 10

Support Regionwide drainage coordination efforts.

Individual tasks related to the duty:

- Participate in studies intended to coordinate and improve drainage.
- Provide input into the development of an enclosed drainage Geographic Information System (GIS) database.
- Assist Metro Region Surveyor in reviewing GIS data collected of enclosed drainage systems and ensure uniformity of data collection.

Duty 4

General Summary:

Percentage: 10

Assist Metro Region Paving Operations Staff.

Individual tasks related to the duty:

- Provide engineering assistance related to paving operations to Metro Region Concrete Technician and Traveling Mix Inspector.

- Attend pre-production meetings for projects with complicated paving operations.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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.

This position is expected to exercise independent judgment to complete the required tasks. The position is expected to independently prioritize RFA items, determine solutions to routine maintenance problems, and coordinate with corresponding TSC staff independently, as well as independently plan and execute monitoring of RFA locations which lack immediate solutions. TSC Operations staff and public shareholders are affected by these decisions. The position is expected to review ancillary structure condition data and inspection outcomes and make recommendations for incorporating ancillary structure work items into projects. These decisions impact TSC and Region Development staff. The position is expected to review construction files and evaluate whether documentation adequately meets specified requirements and determine whether projects have met MDOT's DBE and Certified Payroll requirements. Consultant Construction Engineers are affected by these decisions. This position is expected to provide general engineering assistance to Metro Region Paving Operations

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

- When there is the potential for significant budget / schedule impacts to a project.
- When required tasks fall outside standard maintenance / construction practices.
- When a political controversy arises.
- Major contract problems, changes, extras, and extensions of time.

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.

Occasional site visits could include exposure to construction work and equipment, noise, dust, high speed traffic and traversing irregular or steep terrain in all weather conditions. Extensive use of computer and remaining in a stationary position for extended periods of time. Position requires possession of a valid driver's license. Position involves stressful

situations (e.g., resolving disputes) and meeting tight deadlines. 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

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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?

Provide Construction project expertise and oversight for projects throughout the Metro Region. Experience related to working with and managing Ancillary assets.

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 degree in civil engineering, 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:

- Highway construction.
- Department's specifications and standards

Ability to:

- Comprehend and implement technical manuals and research.
- Apply engineering knowledge and experience to job problems.
- Effectively communicate.

**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.

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