

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations
<b>4. Civil Service Position Code Description</b> Transportation Engineer-A	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Bridge Scoping Engineer	<b>11. Section</b> Development
<b>6. Name and Position Code Description of Direct Supervisor</b> LEMIEUX, TYLER C; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Region Bridge Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> ZABEL, MARJORIE E; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 18101 9 Mile Rd, Southfield, MI 48075 / M-F 7:30-4:30 (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b> This position serves as the recognized resource for bridge scoping and consultant contract management for bridge projects in the Metro Region. This position supports the development of bridge preservation and improvement projects by leading detailed inspection and scoping efforts, field reviews, preparing scoping documents, managing consultant contracts, and ensuring alignment with Michigan Department of Transportation (MDOT) standards. This position also contributes to programming, asset management, and quality assurance efforts in coordination with Region, Transportation Service Center (TSC), and Lansing staff. This position requires possession of a valid driver's license to perform field reviews and inspections.	

**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: 35**

Serve as the recognized resource for identifying, evaluating, and scoping bridges and culverts for inclusion in the Region's Call for Projects (CFP) and Bridge Improvement Strategy.

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

**Individual tasks related to the duty:**

- Lead or participate in field reviews to gather data necessary for developing accurate scopes of work for full bridge scoping or detailed inspections.
- Utilize consultant resources to assist in developing scoping documents, ensuring consistency with MDOT standards and timelines.
- Coordinate with statewide, Region, and TSC staff to prepare and submit CFP documentation in the required format.
- Identify opportunities to enhance CFP documentation processes and improve scoping templates to promote efficiency and consistency across the Metro Region.
- Identify candidate structures for capital improvement, preservation, and replacement projects in coordination with road and other Region programs.
- Research historical plans, inspection reports, and field conditions to assess existing bridge and culvert conditions.
- Evaluate Bridge Safety Inspection Reports to determine project needs and prioritize based on risk and condition.
- Develop scoping documents that include but are not limited to historical bridge info, inspection reviews, recommended repairs, traffic control, and cost estimates.
- Coordinate with the TSCs and Region to ensure maintenance of traffic items are practical and that accurate cost estimates are included in the scoped budget.
- Track inspection and scoping projects to ensure alignment with programming timelines and funding strategies.
- Respond to bridge emergencies, assess and document structural damage, and support appropriate response actions as assigned.

**Duty 2**

**General Summary:**

**Percentage: 30**

Serve as the recognized resource for managing consultant contracts related to Bridge Detailed Inspections, Bridge Project Scoping, Bridge Routine Inspections, Underwater Inspections, and Traffic Control by establishing and implementing vendor contracts.

**Individual tasks related to the duty:**

- Serve as the primary point of contact for consultants on all contract-related matters.
- Develop, manage, and oversee consultant contracts for bridge inspection and scoping services, including preparing scopes of service, estimating hours and costs, and reviewing consultant proposals.
- Coordinate the consultant selection and award process, including preparing scopes of service, participating in review panels, negotiating contract terms and schedules, and finalizing award with the Consultant Services Division.
- Review and secure signoffs on contract authorizations, contract amendments, and payment invoices in accordance with MDOT procedures.
- Conduct quality assurance and quality control reviews of consultant-prepared scoping documents and inspection reports.
- Maintain accurate records of consultant contracts, deliverables, project status, and performance evaluations.
- Meet with consultants routinely throughout a project contract. Ensure that the consultant is following the contract specifications.
- Monitor consultant performance to ensure timely delivery of quality scoping and inspection products that meet MDOT standards.

**Duty 3**

**General Summary:**

**Percentage: 20**

Support the Region Bridge Engineer in implementing the Region's Bridge Improvement Strategy by supporting project programming activities, including scoping, prioritization, and preparation of the Annual CFP submittal.

**Individual tasks related to the duty:**

- Assist the Region Bridge Engineer in identifying and prioritizing bridge and culvert needs for inclusion in the Region's annual bridge program.
- Support the preparation of the annual CFP submittal by assembling scoping documents, cost estimates, and condition data.
- Utilize MDOT systems such as JobNet and Phase Initiator to support project programming and track project development.
- Recommend appropriate preservation, rehabilitation, or replacement strategies by analyzing bridge condition data and inspection findings.
- Prepare and submit project concept statements and assist with initiating project phases in JobNet and Phase Initiator, as assigned.
- Review and process Bridge Change Requests in coordination with Region and TSC staff.

- Attend and contribute to scope verification meetings to ensure designers have the necessary information to proceed.
- Participate in Region Development Business Team meetings and provide technical input on bridge-related programming decisions, as assigned.
- Assist in coordinating with the TSCs, Region, and Lansing staff to ensure programmed projects align with corridor strategies and statewide goals.
- Support the development of long-term investment strategies by analyzing trends in bridge conditions and performance data.

**Duty 4**

**General Summary:**

**Percentage: 10**

Support Region and TSC staff in other areas of asset management and quality control by providing technical guidance, plan and report reviews, and training for new employees.

**Individual tasks related to the duty:**

- Assist Region and TSC staff with bridge scoping, programming and asset management tasks to support the Region's Bridge Management Unit.
- Utilize MDOT proprietary systems such as MiBridge, JobNet, CTRAK, Construction Permit System (CPS), and ProjectWise to support bridge management activities and maintain accurate records.
- Analyze bridge condition and inventory data using tools such as Geographic Information System (GIS), charts, and reports to support strategic decision-making.
- Provide engineering support for the development of asset and corridor management plans, including data analysis, report preparation, and coordination with internal and external stakeholders.
- Review bridge design plans and Bridge Safety Inspection Reports for accuracy, consistency, and conformance with MDOT standards.
- Participate in scope verification, plan review, and project development meetings to represent bridge management interests.
- Coordinate with Region and TSC staff to ensure bridge project designs and contract documents are complete and accurate.
- Train and mentor new employees on bridge management systems and practices.
- Prepare and present technical information in user-friendly formats using Microsoft Office and other reporting tools.

**Duty 5**

**General Summary:**

**Percentage: 5**

Perform other duties as assigned.

**Individual tasks related to the duty:**

- Assist the Region Bridge Engineers in monitoring bridge construction activities to ensure post-construction inspections are completed in accordance with National Bridge Inspection Standards (NBIS) and MDOT requirements.
- Assist with the Property Damage Reclamation Process (PDRP) and permit reviews, as assigned.
- Assist with reviews and coordination of Request for Actions with bridge and maintenance staff.
- Provide technical support during construction and maintenance activities, including preparing punch lists and verifying completed work.
- Participate in inspection calibration meetings to maintain current knowledge of inspection standards and practices.
- Attend trainings for bridge inspections, scoping, design, and construction.
- Attend meetings as necessary.
- 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.**

Design solutions to unexpected problems which arise during bridge project design, construction, and/or maintenance. Decisions to apply bridge design standards, practices, or procedures that affect the design or construction of a project. Decisions relative to engineering principles and practices consistent with MDOT, Federal Highway Administration (FHWA), and the American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.

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

Exceptions to the department's policy. Changes in previously approved project scope and costs. Conflicts with engineering standards, practices or legal requirements. Conflicts which arise on construction projects when the region's bridge needs are not being met. Decisions required on the executive level, personnel matters, and assistance in mitigating controversial matters.

**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.**

This position requires extended periods of time working on computer, traveling to meetings outside of normal working hours, periodic working outside during various types of weather. Periodic traversing uneven terrain climbing, bending, crouching, and kneeling. The ability to inspect bridges and other structures in detail periodically and use personal protective equipment in accordance with MDOT policies is required. Transporting equipment, climbing ladders, working near heavy traffic, wading in water, working from small boats, and working from aerial devices are periodically necessary for this position. Position

requires 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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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

23. What are the essential functions of this position?

This position serves as the recognized resource for bridge scoping and consultant contract management for bridge projects in the Metro Region. This position supports the development of bridge preservation and improvement projects by leading detailed inspection and scoping efforts, field reviews, preparing scoping documents, managing consultant contracts, and ensuring alignment with MDOT standards. This position also contributes to programming, asset management, and quality assurance efforts in coordination with Region, TSC, and Lansing staff.

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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 Region Development Section is responsible for maintaining all MDOT trunkline facilities in the Metro Region which includes Macomb, Oakland, and Wayne Counties. The work area delivers the Region Bridge Development, Construction, and Maintenance programs on nearly 1,400 bridges and structures. This position serves as a resource for construction and maintenance support for programmed and reactive work which is critical to the functions of the work area.

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**



