

<b>Position Code</b> 1. TRAENGAE
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**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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> Vacant	<b>8.Department/Agency</b> Transportation
<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-E	<b>10.Division</b> University Region
<b>5.Working Title (What the agency calls the position)</b> Construction Engineer	<b>11.Section</b> Operations
<b>6.Name and Position Code Description of Direct Supervisor</b> Walter, Scott Engineer Manager Licensed-3	<b>12.Unit</b> Construction
<b>7.Name and Position Code Description of Second Level Supervisor</b> Palmer, Stephen State Administrative Manager-1	<b>13.Work Location (City and Address)/Hours of Work</b> 4701 W. Michigan Ave., Jackson, MI 49201 / 7:30-4:30 Mon-Fri (Hours may vary)

**14. General Summary of Function/Purpose of Position**

This position plays a key role in supporting the Region Construction Engineer in coordinating and managing various construction engineering processes for state and local projects. Responsibilities include involvement in geotechnical investigations, quality assurance, material testing, work zone safety and mobility, contract modifications, schedule extensions, prompt payment tracking, prevailing wage compliance, Disadvantaged Business Enterprise (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, meets deadlines, monitors budgets, and contributes to the successful execution of MDOT services and projects.

Additionally, this position provides exposure to construction business processes, innovative contract delivery methods, and opportunities to engage in statewide construction initiatives under the guidance of senior staff.

**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 of Duty 1**                      % of Time 45

Supports quality assurance efforts for geotechnical recommendations in the Region's state and local construction operations. Monitors geotechnical activities, identifies potential issues, and contributes to process improvements under. Follows regional and statewide policies to ensure compliance and consistency across construction teams. Works closely with the Region Construction Engineer to develop a strong understanding of geotechnical standards and best practices.

**Individual tasks related to the duty.**

- Supports coordination of geotechnical efforts across the Region, ensuring proper coverage for all active projects.
- Engages in on-site training with geotechnical experts to develop technical knowledge and field experience.
- Participates in on-site geotechnical meetings with department and contractor staff to enhance project coordination.
- Observes and tracks on-site efforts to ensure compliance with state geotechnical guidelines.
- Contributes to the development of future pavement sections using the department's mechanistic design guidance.
- Reviews existing geotechnical conditions to aid in project scoping and design evaluations.
- Works on Resurfacing, Restoration, and Rehabilitation (3R) construction projects of limited scope, which only focus on top layer of road construction.
- Ensures administrative compliance and compliance with design/construction standards for local government oversight projects that include federal funding where MDOT is responsible for overseeing the project. Processes paperwork as necessary.
- Conducts final project documentation reviews on construction projects by scheduling reviews, observing, taking notes, reviewing previously submitted documentation, and providing a list of concerns to the Engineer of Record with the documentation that will need to be resolved.

Duty 2

**General Summary of Duty 2**                      % of Time 25

Supports the Region Construction Engineer in ensuring quality assurance for state and local construction operations within the Region. Monitors the delivery of construction programs, helping to identify and address issues while contributing to process improvements. Ensures adherence to regional and statewide policies and guidelines, helping maintain consistency and compliance across projects.

**Individual tasks related to the duty.**

- Supports the development and implementation of quality assurance programs for the Region's construction engineering, ensuring high-quality projects are delivered on time and within budget.
- Monitors and ensures construction compliance, focusing on work zone safety and mobility (WZSM) policy implementation, work zone enforcement reporting, work zone traffic control QA, SESC/NPDES compliance, contract modifications, time extensions, prompt payment, prevailing wage requirements, DBE program, claims management, final reviews, project closeouts, warranty inspections, and corrective actions.
- Contributes to region-wide consultant construction engineering contracts, including consultant selection and evaluating their effectiveness.
- Participates in the Region construction business team by organizing meetings, preparing agendas, and distributing minutes to key Region staff.
- Supports the application of innovative contract delivery methods.
- Provides input and/or represent the Region Construction Engineer on regional and statewide construction teams when needed.
- Assists in organizing and scheduling various construction-related activities.

### Duty 3

#### **General Summary of Duty 3**

**% of Time 15\_**

Supports the Region Construction Engineer in ensuring quality assurance for state and local construction operations within the Region. Monitors the progress of construction programs, identifies challenges, and contributes to the implementation of solutions and process improvements. Ensures that construction projects align with regional and statewide policies and guidelines.

#### **Individual tasks related to the duty.**

- Supports the Region's material testing efforts, ensuring materials used in state and local projects meet contract specifications and monitors the performance of labs conducting tests or verifications.
- Contributes to the quality assurance process by supporting material testing for state and local projects.
- Participates in the oversight of the Region's Independent Assurance Testing Program.
- Helps review Region-wide consultant testing contracts, tracking costs and evaluating effectiveness.
- Provides input to regional and statewide material teams for ongoing or ad hoc projects.
- Measures and reports on the cost, schedule, and quality of state and local material results, identifying areas for improvement.
- Recommends changes to the engineering plans and schedule to fit the field conditions.

### Duty 4

#### **General Summary of Duty 4**

**% of Time 10\_**

Serves as a construction Liaison, coordinating and collaborating on state and local construction and contract issues with each Region TSC, other Region TSCs, Lansing, FHWA, and various construction, construction engineering, and material stakeholders. Builds and maintains positive relationships with these groups, contributing to effective communication and project coordination.

#### **Individual tasks related to the duty.**

- Collaborates with TSC Construction Engineers and Assistants to communicate issues and objectives, ensuring alignment with statewide policies and guidelines.
- Supports project scoping, participates in plan review meetings, and attends Omissions and Error Check (OEC) meetings as needed.
- Participates in post-construction review meetings at the TSC when requested.
- Represents the Region at stakeholder meetings, providing input and supporting collaboration.
- Attends TSC claim-related meetings as requested, helping track and address any related issues.
- Prepares written work orders for the engineer with changes to schedule and contract quantities.

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_ 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.

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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**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, MIOSHA, and AASHTO standards and guidelines and being able to meet multiple priority deadlines.

**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 is 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. Moving 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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**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?**

This position plays a key role in supporting the Region Construction Engineer in coordinating and managing various construction engineering processes for state and local projects. Responsibilities include involvement in geotechnical investigations, quality assurance, material testing, work zone safety and mobility, contract modifications, schedule extensions, prompt payment tracking, prevailing wage compliance, Disadvantaged Business Enterprise (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, meets deadlines, monitors budgets, and contributes to the successful execution of MDOT services and projects.

Additionally, this position provides exposure to construction business processes, innovative contract delivery methods, and opportunities to engage in statewide construction initiatives under the guidance of senior staff

**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 9

No specific type or amount is required.

Transportation Engineer 10

One year of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer 9.

Transportation Engineer P11

Two years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

**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 of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**