

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

<b>Position Code</b> 1. TRAENGED15R
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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.

<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-E	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Project and Contracts Staff Engineer	<b>11. Section</b> Oakland TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> ANASON, DAVID J; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Project and Contracts Administration
<b>7. Name and Position Code Description of Second Level Supervisor</b> SWANSON, LORI; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 800 Vanguard Drive, Pontiac / 7:30 a.m. to 4:30 p.m. (hours may vary)

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

This position assists the Project & Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the Design phase of transportation projects in the Transportation Service Center (TSC).

**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: 40**

Assist the Projects and Contracts Administration Engineer and staff with the management of design and construction projects assigned to the TSC.

**Individual tasks related to the duty:**

- Collaborate with other project team members, Michigan Department of Transportation (MDOT) staff, federal and state agencies, cities, community groups, members of the public, and business groups to bring projects to a successful completion.
- Assist other engineers and management in writing the scope of work and estimating hours. Report, document, and monitor progress of projects and contracts for supervisor approval. Contracts can be Specialized Services, Indefinite Services, As-Needed Services, or Full Service. Recommend payment estimate milestones, verification of services, scheduled milestones, and extension of services when needed.
- Prepare and/or review project plans and specifications to ensure conformance with MDOT, Federal Highway Administration (FHWA), and the American Association of State Highway and Transportation Officials (AASHTO) policies.
- Assist in the review of project submittals and compile comments. Ensure that all comments are submitted to the Projects and Contracts Engineer.
- Assist in the project oversight to ensure work is in conformance with current standards.
- Participate and contribute to progress, design review, status update, public awareness, and pre-construction meetings.
- Prepare written project reports, presentations, documents and correspondence, including tracking logs, progress reports, material usage, daily reports, verification reports, etc.
- Coordinate traffic lane closures with the TSC.

**Duty 2**

**General Summary:**

**Percentage: 30**

Prepare preliminary and final design plans.

**Individual tasks related to the duty:**

- Design and prepare plans and analyze contract documents in order to develop contract proposals for portions of a reconstruct project or a resurfacing project.
- Research and develop possible solutions to problems addressed during project and seek input and guidance from senior level staff/management in resolving. Attend and participate in scheduled meetings for assigned projects.
- Design and prepare contract plans including 2-D plans, profiles, typical cross-sections, alignments, drainage, pavement markings, signing, detail grades, title and note sheets for state trunkline construction projects.
- Develop plans utilizing electronic survey data. When possible, utilize new methods to add aerial photogrammetric information to aid in the development of displays.
- Compute and check geometric elements both manually and on the Computer Aided Design (CAD) system. As these checks are complete, determine whether the preferred elements meet current MDOT standards.
- Calculate contract quantities and add those quantities to the plans in conjunction with MDOT's sample set of plans.
- Develop cost estimates utilizing spreadsheets and MDOT's current AASHTOWare Project program.
- Prepare the contract plan package including all plan sheets, detail sheets and special provisions. Assemble these documents in MDOT's current format for submittal during the various stages of development.
- Develop the Reference Information Documents (RID).

**Duty 3**

**General Summary:**

**Percentage: 10**

Represent the TSC Projects and Contract Unit at various meetings with other MDOT personnel, representatives of local agencies, the motoring public or other MDOT customers to obtain input for the design and preparation of the final plans or implementation of a construction project.

**Individual tasks related to the duty:**

- Attend meetings as assigned by the supervisor and prepare written minutes as required by the supervisor. Examples include:
  - Scope verification, plan review, Final Package Coordination (FPC), Omission and Errors Check (OEC), pre-construction and progress meetings.
  - Attend public information meetings on the various projects in the unit.
  - Participate in post-construction reviews to evaluate the design plans

**Duty 4**

**General Summary:**

**Percentage: 10**

Proactively participate in the career planning and performance review process with your supervisor. Provide timely feedback when requested and support other team members by implementing areas of "the MDOT House."

**Individual tasks related to the duty:**

- Meet with your supervisor at the requested frequency to discuss your performance and provide input regarding project work assignments, training, or other career related items.
- Be proactive during your reviews and provide supporting documentation consistent for the rating provided by your supervisor.
- Seek out new opportunities and ideas to improve your performance and that of the work group.
- Provide information to your supervisor during your reviews.
- Display behaviors consistent with "the MDOT house" and the Metro Region Mission, Vision, and Values.

**Duty 5**

**General Summary:**

**Percentage: 10**

Other duties as assigned, which may include, but are not limited to:

**Individual tasks related to the duty:**

- Enhance technology use for project related tasks.
- Build positive relationships between MDOT and external stakeholders, including local communities, and the construction and consultant industry.
- Participate in TSC, region and statewide business teams to ensure alignment in program delivery and policy implementation.
- Assist with Pavement Surface Evaluation and Rating (PASER) Reviews assigned to the TSC.
- Assist with the TSC Warranty Program as required.
- Assist with data entry into the Pavement Historical Database (PHD) as required.
- 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.**

Interpretation of MDOT plans, specifications, and standards. Where issue is clear and does not involve policy. Decisions at this level are very basic. Those based on past precedents, similar situations or past experience.

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

Any decision that involves MDOT policy or is unclear. When interpretation of standards and/or other design guidelines is required. There may be unique situations with no precedent which will require the supervisor's review. Decisions that affect the cost or schedule of a project.

**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 typically found in an office environment including extensive use of a computer and remaining in a stationary position for extended periods of time. Occasional field work may include exposure to high traffic, noise, dust, traversing irregular terrain in all weather conditions. Occasional travel may be 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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | 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 assists the Project & Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the Design phase of transportation projects in the TSC.

**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 is responsible for delivery of the programs and projects in their TSC area. To ensure the accuracy and completeness of the documents for bidding and construction purposes. Assist with the delivery/construction of the TSC's trunkline projects. To prepare construction plans, specifications and estimates for the TSC's trunkline and other transportation facilities construction program in conformance with federal, state, or local requirements.

**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.

**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:

- The development, oversight, and coordination of contract administration.
- The scoping process, preliminary engineering process and key elements of highway construction projects'.
- Highway construction project design and construction standards and practices.

- The principles and practices of Transportation Engineering.

Skill in:

- Effective organizational team building, facilitation, negotiation, leadership and communication.

Ability to:

- Use department information management systems, especially ProjectWise, MDOT Phase Initiator (PI), and MDOT JobNet.
- Demonstrate and promote Metro Region's Values of " Working Together" and "Providing Clarity".
- Build positive relationships between MDOT and external stakeholders, including local communities, and the construction and consultant industry.
- Communicate effectively.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

**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

11/26/2025

\_\_\_\_\_  
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