

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

Position Code 1. TRAENGED16R
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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) Highways
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-E	10. Division Metro Region
5. Working Title (What the agency calls the position) Project and Contracts Staff Engineer	11. Section Taylor TSC
6. Name and Position Code Description of Direct Supervisor HORNE, JEFFREY; ENGINEER MANAGER LICENSED-3	12. Unit Project and Contract Administration
7. Name and Position Code Description of Second Level Supervisor PENZENSTADLER, ADAM J; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 6510 Telegraph Road, Taylor MI 48180 / M-F 7:30 a.m. to 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position performs a variety of professional general engineering assignments. This position assists the Project and Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the Development 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: 50

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

Individual tasks related to the duty:

- Assist in the review of project submittals and compile comments. Ensure that all comments are submitted to the Projects and Contracts Engineer.
- Verify all deliverables are obtained from consultant coordinated projects including, but not limited to, verifying all PQS/XML files, use of AASHTOWare Preconstruction to finalize project estimates, etc.
- Assist in project oversight to ensure work is in conformance with current standards. If work is not in conformance, alert the supervisor to determine the next steps.
- Prepare written project reports, presentations, documents and correspondence, including tracking logs, progress reports, material usage, daily reports, verification reports, etc.
- Prepare detailed estimates for future projects and send them to the supervisor for review.
- Provide timely project schedule updates (e.g., project task start and finish dates), to the Cost and Scheduling Engineer for entry into the Planisware scheduling program.
- Maintain project correspondence in ProjectWise for each assigned project.
- Review consultant invoices as necessary to ensure consultants are billing the proper amount (e.g., hours, direct expenses, etc.).

Duty 2

General Summary:

Percentage: 20

Prepare preliminary and final road design plans.

Individual tasks related to the duty:

- Calculate contract quantities and add those quantities to the plans in conjunction with Michigan Department of Transportation's (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).
- Design and prepare contract plans including 2D plan, profile, typical cross-sections, alignment, drainage, pavement marking, signing, detail grades, title and note sheets for state trunkline construction projects. This includes the use of design and drafting functions of MicroStation and PowerGEOPAK.
- 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 to determine whether the preferred elements meet current MDOT standards.

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 Plan Completion (FPC), Omissions and Errors Check (OEC), pre-construction and progress meetings.
 - Schedule, coordinate, and 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 the Local Agency Program (LAP) Engineer.
- Assist with construction projects within the TSC Contracts Unit.
- Assist with the TSC Warranty Program as required.
- Assist with data entry into the Pavement Historical Database as required.
- Assist with Phase Initiator (PI) updates.
- Coordinate vehicle inspections.
- 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 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 (site reviews) may include exposure to high traffic, noise, dust, traversing irregular terrain in all weather conditions. Occasional overnight travel to training classes or conferences 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):**

- | | |
|---|--|
| <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 performs a variety of professional general engineering assignments. This position assists the Project and Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the Development phase of transportation projects in the Transportation Service Center (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?**

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. 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.

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:

- Engineering principles/practices/techniques used to construct, design, maintain roads and bridges.
- Engineering office practices/procedures.

Ability to:

- Make mathematical computations.
- Design engineering projects.
- Use engineering tools including computers and engineering work stations.
- Read/interpret engineering plans/specifications/technical reports.
- Maintain records/prepare reports.
- Maintain favorable public relations.
- Communicate effectively.
- Work as a team member.
- Use initiative in carrying out an assignment while working independently.

**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

8/13/2025

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