

## 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> Highways
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENG LIC SPL 2	<b>10. Division</b> Bay Region
<b>5. Working Title (What the agency calls the position)</b> Cost & Scheduling Engineer	<b>11. Section</b> Bay City TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> HOFWEBER, JACK M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Development
<b>7. Name and Position Code Description of Second Level Supervisor</b> RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 2590 E. Wilder Road, Bay City, Michigan 48706 / M-F, 7:30a-4:30p (may vary at mgmt discretion)
<b>14. General Summary of Function/Purpose of Position</b>  This position requires meeting tight deadlines and resolving complex issues in order to ensure the successful implementation and operation of Michigan Department of Transportation (MDOT) services and products. Continued customer/stakeholder contact, engagement, and involvement is a requirement of this position. This position will lead/assist as Project Manager in all tasks associated with delivering quality plan and proposal packages with both MDOT staff and consultants, along with consultant contact administration as required. This specialist position is responsible for the coordinated effort in delivering EPE/Scoping/Call for projects processes with regards to the scope of work, cost, and schedule for highway projects within the MDOT funding templates. Maintaining project records, coordination for project resources (Planisware, JobNet, Phase Initiator, etc.) coordinating/communicating with stakeholders, and performing special projects and assignments related to Transportation Service Center (TSC) operations are also required	

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**

Administration of consultant contracts for the performance of project related tasks, identify and coordinate the selection of resources to successfully complete project tasks during the scope and design phases of highway construction projects.

**Individual tasks related to the duty:**

- Prepare contract documents for assigned projects.
- Develop and administer the preparation of the scope of services, the selection process, and the contract for consultant engineering services.
- Work with TSC and Region staff to identify resource needs based on conceptual project parameters and interpreting contract language as necessary.
- Utilize department information management systems; JobNet, Phase Initiator (PI), and Planisware to identify resource availability and to document and monitor task assignments.
- Work with functional area/resource managers to confirm resource availability and select staff for project team assignments.
- Work with project manager and staff to assure projects are on time in budget.
- Work with Region Development team to coordinate efforts to meet the Region goals and responsibilities.
- Prepare evaluations of the consultant's project submittals and overall performance on the project.

**Duty 2**

**General Summary:**

**Percentage: 25**

Define, monitor, and control the scope, cost, and schedule for all projects assigned.

**Individual tasks related to the duty:**

- Administer consultant contracts for project related tasks including oversight and direction of engineering activities.
- During the conceptual and scoping phases of the project, work with TSC, Region, and Central office staff including the lead project manager, systems managers, systems specialists, and functional area specialists to apply engineering principles and practices in determining project scope, costs, and schedules. Apply understanding of pay item costs and productivity time to incorporate data into future scoping/design estimates and aid in the development of progress schedules.
- Utilize department information management systems (JobNet, PI, and Planisware) to document, assist in the determination of project parameters, and to monitor and control costs, scope, and scheduled for the multi-year set of projects assigned.
- Develop and implement quality control/quality assurance measures related to project deliverables, to ensure conformance with professional engineering principles and practices and MDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.
- Coordinate the flow of information. Make engineering decisions relating to the project scope, cost, and schedule.
- Review and sign-off on final plans, specifications, and estimates of assigned projects.

### Duty 3

**General Summary:**

**Percentage: 15**

Coordinate project documentation and communication to stake holders as needed.

**Individual tasks related to the duty:**

- Represent the Region in consultant coordination in building positive working relationships with consultants.
- Keep project manager informed of project progress and consultant's overall performance on the project.
- Direct the development and implementation of communication mechanisms that keep all relevant stakeholders properly informed of all project related information. Stakeholders include contractors, project team members, department managers/leaders, external partners, and customers.
- Review payment invoices.
- Compile and maintain all project records.

### Duty 4

**General Summary:**

**Percentage: 10**

Direct and coordinate resources to efficiently and effectively complete project tasks.

**Individual tasks related to the duty:**

- Utilize best practices of team building, facilitation, leadership, and contract and project management, provide direction to consultants, project team members, and sub-teams to ensure alignment of all members to project goals and parameters.
- Utilize best practices of team facilitation and leadership as well as department information management tools (JobNet and Planisware), coordinate resources and tasks to maximize efficiency and effectiveness of the project team.
- Utilize professional engineering principles and standards of practices, make and direct decisions on project tasks relative to project design and construction consistent with the approval scope, cost, and schedule.
- Develop and implement processes to ensure that project decisions are made at the level closest to the point of delivery.
- Identify and acquire resources to successfully complete project tasks.

### Duty 5

**General Summary:**

**Percentage: 10**

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

**Individual tasks related to the duty:**

- Represent the department at various meetings.
- Serve on quality action teams working on process improvements.
- Build positive relationships between MDOT and external stakeholders, including local communities and the consultant industry.
- Monitor preliminary engineering costs vs. budget and track early preliminary engineering funds.
- Assist other TSC's with similar project related duties.

- Apply for/work on grant proposals.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Decisions that involve the application of standard design practices or procedures. These decisions will affect the design or construction of a project. In addition, decisions will affect project management and the requirements needed to complete projects on time and within budget.

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

When changes in policy are required.

Changes in previously approved project scope, cost, or schedules.

Conflicts in engineering standards, practices, or legal requirements.

**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 field work (site reviews) and exposure to high traffic and exposure to natural elements (walking, climbing, and standing) required.

May require extended periods of time working on a computer.

May require travel to meetings outside the normal working hours.

**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?**

Provide engineering and consultant contract administration support for or as the lead project manager by defining, monitoring, and controlling project parameters of cost, scope, and schedule. This position must direct and make project related engineering decisions and must effectively coordinate tasks, direct in-house personnel, and manage contractors to deliver highway construction projects and final deliverables.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Since the position was last reviewed in 2000, the following changes have been made:

- Duty 1 of the old PD was 50% and is still duty 1 of this PD at 40%. The individual tasks of the duty remain the same; however, the software utilized has been updated to what is currently used.
- Duty 2 of the old PD remains duty 2 of this PD. The individual tasks of the duty remain the same; however, task 7 from the old PD has been removed and the software utilized has been updated to what is currently used.
- Duty 3 of the old PD remains duty 3 of this PD.
- Duty 4 of the old PD was 7% and remains duty 4 of this PD at 10%. The individual tasks of the duty remain the same; however, the software utilized has been updated to what is currently used.
- Duty 5 of the old PD was 3% and remains duty 5 of this PD at 10%. The individual tasks of the duty remain the same; however, task 6 from the new PD has been added.

**25. What is the function of the work area and how does this position fit into that function?**

The work area is responsible for delivering the highway construction programs. The duties of this position are critical to the work area's ability to deliver the programs. This position will enhance the work area's ability to have operational authority over consultant contracts and deliver projects within the scope, budget, and schedule.

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 Engineering Licensed Specialist 13**

Four years of professional experience equivalent to a Transportation Engineer, including two years equivalent to a Transportation Engineer P11 or one year equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough understanding of the development, oversight, and coordination of contract administration; project development process and key elements of highway construction projects; highway construction scoping, design, and construction standards and practices. Understanding and ability to use department information management systems especially JobNet, Planisware, and PI. Must possess strong, effective organizational team building, facilitation, negotiation, leadership, and communication skills. Thorough knowledge of the principles and practices of Transportation Engineering. Ability to promote and maintain favorable public relations; organize and set priorities; maintain records; and prepare reports and correspondence.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Drivers License is required.

Professional Engineer's License in State of Michigan.

*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.*

KELSEA COLE

10/15/2020

\_\_\_\_\_  
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

