

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. TRALSPL2A42R

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) Highway Operations
4. Civil Service Position Code Description TRANSPORTATION ENG LIC SPL 2	10. Division University Region
5. Working Title (What the agency calls the position) Project & Contracts Management Engineer - Design	11. Section Lansing TSC
6. Name and Position Code Description of Direct Supervisor VACANT; ENGINEER MANAGER LICENSED-3	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor CHELOTTI, ERIN M; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Rd., Lansing, MI 48906 / M-F 7:00a - 4:30p (hours may vary)

14. General Summary of Function/Purpose of Position

The Transportation Service Centers (TSC) are directly responsible for delivery of the programs and projects in their TSC area. This position serves as the Lansing TSC specialist in all tasks associated with project development for the Scoping & Design phases of transportation projects and assists the Project & Contracts Administration Engineer in program development, project management, and consultant contract administration for the Lansing TSC. Responsibilities include providing programmatic and project expert technical advice and consultation to vendors for the completion of project tasks. This includes identifying, acquiring, and coordinating resources to complete all scoping and preliminary engineering tasks for projects as assigned. This position is responsible for making engineering decisions regarding the scope of work, costs, schedule, and providing final sign-off on plans, specifications, proposals and estimates for assigned transportation projects. This position also maintains project records and communicates relevant project information to all stakeholders as appropriate.

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 Project Manager for complex transportation projects in the Scoping and Design phases. Define, initiate, monitor and control the scope, cost, and schedule for all projects assigned. Identify and coordinate the selection of resources to successfully complete project tasks during the Scoping and Design phases of transportation projects. Direct and coordinate resources to efficiently complete project tasks.

Individual tasks related to the duty:

- Identify resource availability, document and monitor project parameters utilizing department information management systems (e.g., JobNet, Phase Initiator and Planisware).
- Schedule, coordinate, and lead meetings as needed throughout the development process.
- Identify and acquire resources required to successfully complete project tasks. Work with functional area/resource managers to confirm resource availability and assign staff for project team assignments.
- Develop, implement, and maintain quality control/quality assurance measures related to project parameters to ensure conformance with professional engineering principles and practices and Michigan Department of Transportation (MDOT), Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines.
- Work with TSC and region staff to identify resource needs based on project parameters and interpreting contract language as necessary.
- Coordinate resources and tasks to maximize efficiency and effectiveness of the project team by utilizing best practices of team facilitation and leadership as well as department information management tools (e.g., JobNet and Planisware).

Duty 2

General Summary:

Percentage: 35

Oversee the administration of consultant contracts for the performance of project related tasks.

Individual tasks related to the duty:

- Develop and administer the preparation of the scope of services, the selection process, and the contracting for consultant scoping and preliminary engineering services.
- Prepare documents used by Contract Services to develop and maintain consultant contracts for assigned projects.
- Administer consultant contracts for project related tasks including oversight and direction of engineering activities.
- Review payment invoices and progress reports and make recommendations for payment for services completed.
- Compile and maintain all vendor contract records.
- Prepare evaluations of the consultant's project submittals and overall performance on the project.
- Represent the TSC and Region in building positive working relationships with consultants.
- Ensure project success by monitoring project scope, schedule, and funding.

Duty 3

General Summary:

Percentage: 15

Coordinate and participate in the engagement of project stakeholders during the development phase.

Individual tasks related to the duty:

- Direct the development and implementation of communication mechanisms that keep all relevant stakeholders properly informed of all project related information and engaged in the project's execution. Stakeholders include:
 - external partners and customers (e.g., motorists, residents, businesses, etc.)
 - local units of government and elected officials
 - contractors
 - project team members
 - department managers/leadership
- Maintain and report on the progress and performance of assigned resource staff and consultants used for project tasks.
- Serve as the point of contact for project inquiries from stakeholders and the media.
- Compile and maintain all project records.

Duty 4

General Summary:

Percentage: 10

Act as the primary resource in the design discipline for the Project & Contracts Administration Unit.

Individual tasks related to the duty:

- Provide technical expertise and guidance to the unit on scoping and preliminary engineering practices, standards and processes.
- Serve as a TSC team leader for other project managers assigned to project scoping and design phases, providing overall program coordination and reporting to management.
- Assist other project managers in performance of their tasks as needed.
- Engage in Call for Projects process including assisting with scoping, scheduling, strategy, and preliminary estimates.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

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 construction and consultant industry.
- Participate in TSC, region and statewide business teams to ensure alignment in program delivery and policy implementation.
- Assists other TSC's with similar project management related duties.

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 practice and procedures. These decisions affect the final construction of a project. In addition, decisions affect project management and the requirements needed to complete projects on time and within budget.
- Decisions relative to engineering principles and practices consistent with MDOT, FHWA, and AASHTO standards and guidelines.

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.

- Working conditions include field and office work. Office work includes extensive use of a computer. Field work includes traversing uneven terrain, working near high-speed traffic, exposure to dirt, dust, noise in all weather conditions.
- May require region-wide travel and occasional state-wide travel. 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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

The Transportation Service Centers (TSC) are directly responsible for delivery of the programs and projects in their TSC area. This position serves as the Lansing TSC specialist in all tasks associated with project development for the Scoping & Design phases of transportation projects and assists the Project & Contracts Administration Engineer in program development, project management, and consultant contract administration for the Lansing TSC. Responsibilities include providing programmatic and project expert technical advice and consultation to vendors for the completion of project tasks. This includes identifying, acquiring, and coordinating resources to complete all scoping and preliminary engineering tasks for projects as assigned. This position is responsible for making engineering decisions regarding the scope of work, costs, schedule, and providing final sign-off on plans, specifications, proposals and estimates for assigned transportation projects. This position also maintains project records and communicates relevant project information to all stakeholders as appropriate.

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

Added Lansing to the TSC Specialist description. Streamlined box 14. Duty 1, reorganized tasks according to relevance. Updated inclusive language and DL requirements.

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. This position assists the Project & Contracts Administration Engineer in all tasks associated with program and project management and consultant contract administration for the scoping and design of transportation projects in the TSC.

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:

Knowledge/thorough understanding 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

Skilled in:

- Strong, effective organizational team building, facilitation, negotiation, leadership and communication skills.

Ability to:

- Use department information management systems, especially JobNet, Phase Initiator and Planisware

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is preferred.
- Possession of a registered professional engineering license as required by the 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.

N/A

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

CHRISTINA TIJERINA

Appointing Authority

7/21/2026

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
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