

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

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|-----------------------------------------|
| <b>Position Code</b><br>1. TRALSPL2B30R |
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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><br>TRANSPORTATION CENTRAL OFFICE                                                                 |
| <b>3. Employee Identification Number</b>                                                                                  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Bureau of Highway Development                                        |
| <b>4. Civil Service Position Code Description</b><br>TRANSPORTATION ENG LIC SPL 2                                         | <b>10. Division</b><br>Design Division                                                                                       |
| <b>5. Working Title (What the agency calls the position)</b><br>Michigan Bridge Inventory Specialist and Contract Manager | <b>11. Section</b><br>Bridge Development Section                                                                             |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>DEBOER, MICHAEL L; ENGINEER MANAGER LICENSED-3       | <b>12. Unit</b><br>Bridge Management Systems Unit                                                                            |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>MCMUNN, CREIGHTYN; ENGINEER MANAGER LICENSED-4 | <b>13. Work Location (City and Address)/Hours of Work</b><br>425 W. Ottawa Street, Lansing, MI 48933 / 7:30 a.m. - 4:30 p.m. |

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

The Bureau of Bridges and Structures (BOBS) serves as the agency responsible for administering the National Bridge Inspection Standards (NBIS) for the Michigan Department of Transportation (MDOT) and overseeing the Local Agency owned structures. This position serves the Department's statewide specialist responsible for Michigan's National Bridge Inventory (NBI) in accordance with Federal Regulations (23 CFR 650C). This position manages consultant contracts to collect data such as bridge clearance data, structural member identification, and protective systems. This position assists with the management of other consultant contracts as needed in the NBIS/NTIS Section. This position is responsible for quality assurance and quality control of Michigan Bridge Inventory data. This position coordinates the use of the data with other department bureaus, regions and local agencies, prepares special studies, and performs data analysis. This position makes recommendations for modifications to the bridge inventory to meet customer needs. This position assists the Bridge Management Systems (BMS) Engineer in the development of MDOT's bridge management system (AASHTOWare BrM).

**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**

Functions as a Bridge Engineer serving as the Department's statewide specialist and responsible person in charge of all statewide bridge data in accordance with Federal Regulations (23 CFR 650C), and serves as a technical expert providing guidance, performance measurement, quality control review, and direction to MDOT Bureaus, Regions, local agencies, governmental agencies, and industry associations regarding bridge inventory data to ensure statewide alignment.

**Individual tasks related to the duty:**

- Reviews design plans of projects to ascertain whether the proposed work impacts bridge clearance measurements.
- Develops and performs quality control and quality assurance procedures for bridge clearance data.
- Develops and maintains a list of structures that require updated measurements and data collection.
- Works with other Department Bureaus and Regions to identify bridge inventory data needs.
- Updates bridge inventory with new bridge inventory data measurements.
- Participates in meetings, conferences, and trainings.
- Prepares special studies and reports.
- Researches and maintains knowledge of state-of-the-art bridge measurement technologies.
- Serves as a Department specialist for bridge related federal regulations, i.e. NBIS - 23 CFR 650 and the Specifications for the National Bridge Inventory (SNBI).
- Coordinates with programmers of AASTHOWare BrM and appropriate staff for software updates.

**Duty 2**

**General Summary:**

**Percentage: 25**

Serves as a Project Manager for bridge inventory data contracts. Develops scope of work statements, budgets, and manages consultant contracts to collect bridge inventory data. Reviews consultant created measurement reports prepared for the Department. Reviews consultant quality control procedures. Provides assistance with other bridge inventory related consultant contracts.

**Individual tasks related to the duty:**

- Develops a scope of work document that reflects the identified work in the project concept statement.
- Develops a list of structures to be included in the project.
- Develops an Engineer's estimate of task hours required to perform the identified work in the scoping document.
- Follows the Department's Consultant Contracting process and develops requests for proposals.
- Serves on a selection team for the purpose of evaluating proposals and consultant selection.
- Leads verification of scope meetings with selected consultants.
- Negotiates hours and level of effort with selected consultants.
- Reviews price proposal from the Selected Consulting Firm.
- Initiates the contracting process.
- Develops overall project work plans and monitors progress.
- Conducts briefings to familiarize consultants with project's scope of work.
- Clarifies expected responsibilities and identifies target completion dates.
- Informs consultants of department policies and procedures related to bridge inventory.
- Monitors consultants' progress and burn rate.
- Reviews results for adherence to scope.
- Reviews consultant quality control plans.
- Authorizes payments to consultants.
- Rates consultant performance.
- Performs quality assurance of consultant's work.

**Duty 3**

**General Summary:**

**Percentage: 15**

Performs quality control and quality assurance of bridge inventory data. Reviews routine NBI data extracts for errors and adherence to internal policies. Conducts quality assurance checks of inventory data. Understands SNBI items and associated error descriptions.

**Individual tasks related to the duty:**

- Serves in a lead role in the Bridge Inventory Unit's quality control and quality assurance responsibilities.

- Runs routine error checks by developing spreadsheets with large amounts of data in accordance with the Federal Highway Administration (FHWA) procedures.
- Corrects complex errors and inconsistencies and ensures compliance with the NBIS.
- Coordinates error reporting with colleagues in load rating, inspection, and asset management units.
- Makes recommendations for process updates and training opportunities to ensure the highest quality of data for the Department's customer base.
- Works with the BMS Engineer to address data anomalies and develop corrective action plans.

#### **Duty 4**

##### **General Summary:**

**Percentage: 10**

Compiles bridge-related data from the Department's bridge database. Prepares, reviews, analyzes, interprets, and formats corresponding reports for various audiences, ensuring accuracy and taking appropriate actions to ensure consistency and compliance with the NBIS.

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

- Runs queries using Searchable Query Language (SQL) to extract requested information
- Provides reports of commonly requested information (e.g. bridge type, vertical clearance, structure length, load rating factors, etc.)
- Analyzes bridge related items for risk characteristics. Provide reports for FHWA, leadership, and other MDOT bureaus.
- Prepares custom formatted (pivot tables, sorting, conditionally formatted, data validated, etc.) reports from the bridge and other departmental databases.
- Submits annual NBI data to FHWA ensuring compliance with the NBIS.

#### **Duty 5**

##### **General Summary:**

**Percentage: 10**

Other duties as assigned.

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

- Reviews bridge inspection reports.
- Reviews load rating summaries
- Attends trainings.
- Creates and delivers technical presentations at various meetings, workshops, and conferences.

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

This position requires making decisions based on findings where consequences of inaction may jeopardize the safety of the motoring public. Personal judgment based on prior experiences, technical knowledge, and professional judgment. Evaluation of consultant performance. Authorization of payment for consultants. This position is responsible for the fiscal constraints of the consultant contracts and has the authority to accept or reject bridge inventory data and has the ability to overturn direction of consultant work.

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

Statewide issues that would have an impact on other operations within the Department. Issues that would require a change in MDOT policy. When there is a need for interpretation of Department guidelines, policies, or procedures, when existing policy or specifications are unclear. When a decision may be required from the executive level.

#### **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 involves normal effort for office work including the ability to operate a computer for extended periods of time. Occasional field reviews of existing bridge structures and proposed or active road/bridge construction projects requires traversing over irregular terrain, around construction work sites, and from high structures (e.g., bridge decks, aerial equipment). 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.            | Y | Review work.                      |
| N | Approve time and attendance.       | Y | 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?

The Bureau of Bridges and Structures (BOBS) serves as the agency responsible for administering the National Bridge Inspection Standards (NBIS) for the Michigan Department of Transportation (MDOT) and overseeing the Local Agency owned structures. This position serves the Department's statewide specialist responsible for Michigan's National Bridge Inventory (NBI) in accordance with Federal Regulations (23 CFR 650C). This position manages consultant contracts to collect data such as bridge clearance data, structural member identification, and protective systems. This position assists with the management of other consultant contracts as needed in the NBIS/NTIS Section. This position is responsible for quality assurance and quality control of Michigan Bridge Inventory data. This position coordinates the use of the data with other department bureaus, regions and local agencies, prepares special studies, and performs data analysis. This position makes recommendations for modifications to the bridge inventory to meet customer needs. This position assists the Bridge Management Systems (BMS) Engineer in the development of MDOT's bridge management system (AASHTOWare BrM).

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's primary function is the management of the statewide bridge inventory which includes maintaining both the state trunkline and local agency data. This position has responsibility to manage and maintain bridge inventory with a focus on clearance data. This position leads consultant contracts that will directly collect bridge inventory data. This position serves in a lead role in the work area's quality control and quality assurance of bridge data ensuring compliance with federal requirements. This position also compiles, analyzes, and reports bridge inventory data for internal and external stakeholders.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor's degree in a field of engineering.

Civil Engineering degree preferred.

**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:**

Strong background in bridge engineering. Strong computer skills and knowledge of databases. Knowledge of contracting work to consultants. Knowledge of state, federal, and local laws related to this work. Ability to communicate with others effectively. Ability to instruct others.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a registered professional engineering license as required by the State of Michigan and must maintain throughout employment in the position.

**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.***

LOGAN BRISTOL

8/5/2026

\_\_\_\_\_  
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