

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 Bay Region
5. Working Title (What the agency calls the position) Road Scoping and QA Engineer	11. Section Development
6. Name and Position Code Description of Direct Supervisor GARZA, JASON M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 5859 Sherman Street, Saginaw, MI 48604 / 7:30 am – 4:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

As the Road Scoping and Quality Assurance (QA) Engineer for the Bay Region, this position will serve as the technical expert and specialist responsible for all road scoping for the Bay Region, including Road Reconstruction & Rehabilitation (R&R), Road Capital Preventative Maintenance (CPM), Non-Freeway Resurfacing Program (NFRP), Freeway Resurfacing Program (FRP), and Traffic & Safety. This position is key to the Call for Projects Process including ridearounds, project selection, and estimating project cost. This position is a Project Manager and provides contract administration for consultant contracts. This position coordinates with the Pavement Management Engineer for Pavement Surface Evaluation and Rating (PASER) Reviews for the Bay Region to provide total coverage for the Bay Region office. This position serves as a liaison between Central Office and the Transportation Service Center's (TSCs) related to scoping issues and requirements. This positions also serves as the QA Engineer for the Bay Region. This position requires meeting tight deadlines and resolving complex issues to ensure the successful implementation and operation of MDOT services and products.

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: 45

Prepare Road Scoping Packages per the Scoping Manual for the Road R&R, Road CPM, NFRP, FRP, Traffic and Safety, and other templates as needed.

Individual tasks related to the duty:

- Attend Region Call for Project ridearounds.
- Prepare initial estimates for the preliminary Call for Projects list.
- Prepare Project Scoping Packages per the Scoping Manual including visiting the project location; measuring quantities; taking photographs; preparing cross sections; detailing existing conditions; reviewing current geometrics; and preparing recommendation for proposed work, drainage information, guardrails, utilities, traffic signals, and sidewalk.
- Serve as the liaison between the TSCs and the Lansing Specialty Areas including Geometrics, Region Real Estate, Region Permits and Environmental Staff, Region Bridge Unit, and Lansing Environmental Section.
- Prepare design exceptions.
- Prepare final estimates per the Scoping Manual.
- Review Scoping Packages with Region Personnel and appropriate TSC Personnel.
- Attend Scope Verification, Base Plan, Plan Review, and Omissions, Errors, and Corrections (OEC) meetings to maintain consistency with original scope and to prevent scope creep. Also to verify assumptions and answer any questions that may arise based on the original scope and expectations of the project.

Duty 2

General Summary:

Percentage: 25

Perform the quality reviews of all Plan Review and OEC Packages for Associate Region Engineer – Development.

Individual tasks related to the duty:

- Review the Plan Review and OEC Packages, including plans and proposal, for completeness, quality and conformance to standards.
- Send timely comments to Project Manager.
- Keep up to date on current Design Standards so a complete review can be performed.

Duty 3

General Summary:

Percentage: 15

Define, monitor, and control the scope, cost, and schedule for select projects in the Region. 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, Region, and Lansing staff to identify resource needs based on conceptual project parameters and interpreting contract language as necessary.
- Administer consultant contracts for project related tasks including oversight and direction of engineering activities, including the consultant selection process.
- Manage Consultant payments as per contract documents and prompt payment guidelines.
- Serve as MDOT Project Manager and ensure design is consistent with MDOT and Federal Highway Administration (FHWA) guidelines.
- Make engineering/project decisions and participate in Road Safety Audits.
- Arrange and facilitate project meetings, including stakeholder engagement (communication plans, brochures, public meetings, local agency discussions, etc.).
- Review submittal packages for compliance with professional engineering principles and practices and MDOT, FHWA, and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines. Prepare project packages for bid letting, including all required supporting documents.
- Utilize department information management systems (ProjectWise, JobNet, Planisware, and Phase Initiator) to document, assist in the determination of project parameters, and to monitor and control cost, scope, and schedule for the multi-year set of projects assigned. Coordinate the flow of information.

- Schedule and conduct regular meetings with TSC design staff to review tasks and schedules. Create an open dialogue with staff to discuss the most effective methods for design and construction, as well as to identify future project needs.
- Work with Region Staff (Region System Manager) on early preliminary engineering projects and new capacity projects and studies.
- Oversee the contract and keep TSC and region personnel updated on the status including budget, scope, and timeliness.
- Prepare evaluations of the consultant contract and close out the consultant contract.
- Provide QA support and reviewing design submittal packages at various milestones during the design process.

Duty 4

General Summary:

Percentage: 10

Coordinate and attend PASER Reviews with the Pavement Management Engineer for complete coverage of all required PASER Reviews in the Bay Region.

Individual tasks related to the duty:

- Attend PASER Training annually.
- Coordinate with Pavement Management Engineer to ensure coverage for all PASER reviews in the Bay Region.
- Rate region Federal Aid Eligible Roads per the Asset Management Council Guidelines with our local partners.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned by Supervisor or Region Engineer.

Individual tasks related to the duty:

- Attend Development Business Team on a monthly basis and give updates on the current status of scopes, consultant contracts reviews, and other items as needed.
- 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.

Must have the ability to answer or arrive at solutions to most questions; ability to deal tactfully with TSC, Region, and Lansing Staff; and ability to lead, manage, and motivate others.

Decisions that involve the application of standard design practice or procedures consistent with MDOT, FHWA, and AASHTO standards and guidelines. These decisions will affect the design and construction of a project.

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

- Unique situations with no past policy.
- 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.

Endurance to work long hours both in the office and in the field when necessary which exposes individuals to hazards of moving traffic, construction equipment, and weather; ability to work under pressure in order to meet deadlines; valid Michigan driver's license. PASER reviews require long hours of driving with responsibility for passengers in the vehicle and rating the road. Scoping requires field visits to look at the existing road conditions and drainage features and will require the ability to traverse rough terrain and steep slopes. Will require the ability to walk on uneven terrain and require the use of personal protective equipment in accordance with MDOT policies.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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 Road Scoping and Quality Assurance Engineer for the Bay Region will be responsible for all road scoping for the Bay Region, including Road R&R, Road CPM, and Traffic & Safety. Good Scoping is the key to the success of the Bay Region Road program. This position also serves as the QA Engineer for all projects for the Bay Region. This position provides key support for PASER Reviews and Consultant Scoping.

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 Bay Region Development Section is responsible for the selection, development, and design of projects for the Five-Year Plan. This position is key to utilizing our resources wisely by preparing quality, timely, and complete scopes for all of the road projects in the Bay Region.

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:

- Ability to work with others to gain input and trust.
- Communicate both orally and written in a professional manner.
- Organize the work on several projects and meet tight deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

Registered as a professional engineer in 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.

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