

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

Position Code 1. TRALSPL2B64R

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) Office of Rail
4. Civil Service Position Code Description TRANSPORTATION ENG LIC SPL 2	10. Division
5. Working Title (What the agency calls the position) Railroad Infrastructure Engineering Specialist	11. Section Infrastructure and Asset Management
6. Name and Position Code Description of Direct Supervisor DLAMATER, JAMES L; ENGINEER MANAGER LICENSED-3	12. Unit Railroad Infrastructure
7. Name and Position Code Description of Second Level Supervisor DOUD, LAURA K; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St., Lansing, MI / M-F 7:00 am-3:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the Office of Rails' statewide Railroad Infrastructure Engineering Specialist, responsible for the annual railroad bridge inspection report reviews of more than 200 bridges, maintaining the bridge inventory, ensuring the Michigan Department of Transportation (MDOT) Railroad Bridge Management Plan (BMP) is kept current, and conducting duties as designated by the Railroad Bridge Engineer, in compliance with Title 49 CFR, Part 237 as stipulated by the Federal Railroad Administration (FRA). As a statewide expert, this position advises management in all matters pertaining to the bridges contained in the BMP, provides recommendations for programming bridges into the 5-year capital planning schedule, administers consultant contracts and performs project management functions throughout the duration of each contract to maintain schedule and budget. This position also reviews load rating analysis reports, developing proposed scopes of work and estimates of proposed budgets. This position also independently reviews and approves the Right to Enter Permit requests for all activity being performed on the on the state-owned rail operated by Amtrak to ensure decisions are made consistent in line with statewide policies.

This position supports the Trunkline Unit with reviewing road projects that involve railroad grade separations to ensure standards are being met. This position supports other staff in the office, who are involved with the maintenance, inspection, design and construction of bridges and culverts, track infrastructure, buildings, processing of right of entry permits, and resolving right-of-way encroachments. This position is also involved with coordinating with MDOT-Region/Transportation Service Center's (TSC), central office staff, local units of government, along with railroad personnel regarding the design, funding and coordination of railroad construction projects regarding grade separations.

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

Serves as the Office of Rails statewide specialist and technical expert for evaluating the annual railroad bridge inspection reports of more than 200 structures completed by consultants, maintaining the associated bridge inventory, and ensuring the MDOT Railroad Bridge Management Plan (BMP) is kept current and is in compliance with Title 49 CFR, Part 237 as stipulated by the FRA. Reviews and evaluates bridge loadings reports completed by consultants for overload and unique railcar loading designs. This position provides guidance, performance measurement of assigned tasks, quality control review and direction over consultants, while creating statewide alignment and consistency.

Individual tasks related to the duty:

- Reviews and approves annual inspection reports of the bridges and culverts outlined in the BMP. Provides guidance and recommendations to leadership regarding maintenance priorities and long-term repair or replacement needs for inclusion in the 5-year capital planning budget.
- Reviews, prepares, analyzes, interprets, and completes annual railroad bridge inspection reports for accuracy and takes appropriate actions in regard to maintenance priorities and long-term repair or replacement needs. Ensures decisions made are consistent and in line with statewide policies and procedures.
- Reviews and evaluates bridge loading reports for overload and unique rail car configuration loadings. Provides guidance and recommendations to leadership based on findings.
- Aligns, incorporates, and maintains MDOT railroad bridges and culvert inventory with the MDOT Bridge Management and Inspection System (MiBridge/BrM) software system.
- Makes recommendations to Office of Rail leadership on maintenance priorities and long-term repair or replacement needs for inclusion in the 5-year capital planning budget.
- Maintains and updates MDOT's Bridge Management Program per FRA regulations.

Duty 2

General Summary:

Percentage: 25

Works with other engineers in unit, in the maintenance, inspection, design and construction oversight of bridges and culverts, track infrastructure and buildings. Involved with updating of MDOT Railroad Specification Book.

Individual tasks related to the duty:

- Develops and prepares design plans, contract documents, and estimates for bid letting and force account work, for railroad infrastructure related projects. Projects include bridge and track bridge approach repairs, culvert replacements, buildings and right-of-way maintenance. Assists in training and mentoring staff within the unit
- Creates, develops, and prepares design plans in Computer Aided-Design (CADD), prepares contract documents, special provisions, and estimates for bid letting and force account work. Utilizes MDOT software systems in the development and delivery of construction projects.
- Maintains MDOT project tracking software along with developing and preparing reports.
- Conducts field measurements when needed.
- Reviews hydraulic calculations and makes recommendations.
- Updates the MDOT Railroad Specification Book, Standard Plans, and Special Provisions for bridge related items.

Duty 3

General Summary:

Percentage: 20

Administers consultant contracts and performs project management functions throughout the duration of each contract to maintain the schedule and budget.

Individual tasks related to the duty:

- Develops scope of service as needed for consultant engineering contracts for the state-owned rail bridge design and construction.
- Performs project management functions for consultant engineering contracts for bridge work on the state-owned rail lines. This includes project management of multiple grants funded by the FRA.
- Participates in onsite coordination and construction meetings related to the project management of federally and state funded projects.
- Develops and administers the preparation of the scope of services, the selection process, and the contract for consultant engineering services.
- Monitors and controls project engineering costs, contract costs, and project schedules for assigned projects.
- Reviews payment invoices and progress reports and makes recommendations for payment for completion of

services.

- Compiles and maintains all vendor contract records.
- Prepares evaluations of the consultant's project submittals and overall performance on the project.
- Directs the development and implementation of communication mechanisms that keep all relevant stakeholders properly informed of all project related information. Stakeholders include, but are not limited to, vendors, project team members, and Department managers/leadership.
- Represents MDOT in building positive working relationships with consultant partners.
- Prepares evaluations of the consultant's project submittals and overall performance on the project.

Duty 4

General Summary:

Percentage: 5

Coordinates with Trunkline Grade Separation and At-Grade Crossing staff in reviewing highway projects involving railroad grade separations and railroad at-grade crossings.

Individual tasks related to the duty:

- Coordinates the review of MDOT and local agency highway and bridge plans to ensure plans are developed in accordance with railroad, American Railway Engineering and Maintenance-of-Way Association (AREMA) and Federal Highway Association (FHWA) standards. Act as back-up point of contact liaison between MDOT project managers and railroad representatives.
- Develops, prepares, updates, and distributes special provisions and coordination clauses to MDOT region, TSC, and local agency staff for inclusion with road bid let projects.
- Develops and processes structure agreements and in obtaining railroad approval of projects.
- Reviews railroad estimates and enter into AASHTO Project (AP) Pre-construction and makes recommendations as needed to railroads.
- Programs projects in JobNet and obligation of funds in Phase Initiator (PI).
- Issues force account authorizations.
- Monitors Planisware networks.

Duty 5

General Summary:

Percentage: 5

Independently reviews and approves the Right to Enter Permit requests for all activity being performed on the on the state-owned rail operated by Amtrak to ensure decisions are made consistent in line with statewide policies. Assists in monitoring and approving activities and facilities within state-owned railroad right-of-way.

Individual tasks related to the duty:

- Reviews and approves construction plans for right of entry permits.
- Investigates and resolves right-of-way encroachment issues with MDOT Real Estate, Office of Rail, and operating railroads staff.
- Works with Office of Rail and real estate staff with real estate sales, purchases, lease of space, easements, and grade crossing closures.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned by the supervisor.

Individual tasks related to the duty:

- Assists the supervisor as needed for various tasks done within the Office of Rail.
- Attends meetings and participates on committees and studies as the technical expert.
- Prepares and gives presentations and trainings as required/requested.
- Assists in preparation and submitting of Grants for bridge funding work.
- Special projects as assigned.
- Represents the Office of Rail at various meetings with other MDOT personnel, FRA, railroad companies, local agencies, monitoring public or other MDOT customers. Examples of these meetings would be design reviews, public meetings, construction meetings, DSTRs, mentoring, etc.
- 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.

Personal judgment based on prior experience and educational background. Whenever possible, identify, recommend and implement improvements in the work methods and materials utilized in the position.

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

When there is a need for interpretation of Department guidelines, policies, or procedures. When existing policy is unclear. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies, revision of program schedule.

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.

Travel to railroad projects statewide. Traversing on uneven terrain including up and down roadway slopes. Ability to move up to 25 pounds. Moving in and out of traffic. Traversing under bridges, over water, in water, and continually working near heavy traffic. Moving in and around an office setting, including remaining in a stationary position for extensive periods of time while using a computer. Occasional overnight 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):

- | | |
|---|--|
| <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 serves as the Office of Rails' statewide Railroad Bridge Infrastructure Engineering Specialist, responsible for the annual railroad bridge inspection report reviews of more than 200 bridges, maintaining the bridge inventory, ensuring the Michigan Department of Transportation (MDOT) Railroad Bridge Management Plan (BMP) is kept current, and conducting duties as designated by the Railroad Bridge Engineer, in compliance with Title 49 CFR, Part 237 as stipulated by the Federal Railroad Administration (FRA). As a statewide expert, this position advises management in all matters pertaining to the bridges contained in the BMP, provides recommendations for programming bridges into the 5-year capital planning schedule, administers consultant contracts and performs project management functions throughout the duration of each contract to maintain schedule and budget. This position also reviews load rating analysis reports, developing proposed scopes of work and estimates of proposed budgets. This position also independently reviews and approves the Right to Enter Permit requests for all activity being performed on the on the state-owned rail operated by Amtrak to ensure decisions are made consistent in line with statewide policies.

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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 function of the work area is to provide, manage and coordinate with the supervisor and other engineers regarding design, maintenance, and delivery of railroad bridges, culverts, and other infrastructure projects of the State owned rail lines.

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.

Possession of a Bachelor of Science degree in Civil Engineering is 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:

Knowledge of:

- Structural engineering, construction and railroad operation methods.
- Surveying procedures and record keeping.

Skills:

- Need to possess personal initiative, motivation, and tact.
- Resourcefulness.
- Computer experience using Excel, Word, Adobe, Powerpoint and Microstation CADD.

Ability to:

- Communicate effectively.
- Work as a team member.
- Oversee, and lead before groups, and give presentations.
- Use initiative in carrying out an assignment while working independently.
- Apply engineering principles to construction and design problems.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

Continuous training as required or requested.

Possession of a registered professional engineering license as requested 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.

LOGAN BRISTOL

7/30/2025

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