

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

<b>Position Code</b>
1. TRALSPL2C06R

## 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> Aeronautics
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENG LIC SPL 2	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> State Block Grant Program Specialist	<b>11. Section</b> Airport Development and Planning
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Project Management
<b>7. Name and Position Code Description of Second Level Supervisor</b> VACANT; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 2700 Port Lansing Rd, Lansing / M-F 7:30-4:30pm AWS

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

This specialized position is responsible for the administration and management of the State Block Grant Program (SBGP) within the Office of Aeronautics and developing, monitoring, and managing approved grants and projects through the entire programming and delivery process. This position serves as a technical expert responsible for the preparation and oversight of the SBGP. This position also serves as a lead project manager and is responsible for allocating, administering, and tracking federal funds through state and federal processes for geographically assigned and politically sensitive airports. This position oversees airport development projects to ensure compliance with federal guidelines, state guidelines, and standard engineering principles and practices. Typical projects include but are not limited to the development of new runways, runway and taxiway extensions, airfield pavement rehabilitations, airport lighting projects, electronic navigational aid projects, terminal buildings, aircraft hangars, and acquisition of land, navigation easements, or specialized airport equipment. This position in coordination with the Planning and Environmental Unit within the Office of Aeronautics identifies and evaluates capital projects for funding eligibility. This position oversees the project from final ACIP, including Federal Aviation Administration (FAA) application process, and Michigan Aeronautics Commission (MAC) approval process, ensuring FAA and MDOT program conformance from the beginning through final financial closeout and audit. Close coordination and communication with the FAA and all stakeholders and partners are key to a successful program. Funding programs could include primary and non-primary entitlements, state apportionment, supplemental, discretionary, and/or pandemic or other economic recovery funds for SBGP airports.

**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**

As the statewide SBGP technical expert, administers and manages the SBGP by identifying and evaluating capital projects for funding eligibility with the Planning and Environmental Unit and developing, monitoring, and managing approved grants and projects through the entire programming and delivery process.

**Individual tasks related to the duty:**

- Serves as primary point of contact for SBGP airport sponsors to coordinate all aspects of assigned airport development projects.
- Makes decisions to minimize the level of expired grant dollars by recommending an entitlement transfer to another airport. Monitors changes and updates to FAA policies, procedures, and guidance for the FAA's Airport Improvement Program. Coordinates and oversees the submittal of quarterly reports for discretionary funded projects under the SBGP to FAA, with assistance from the Aeronautics' analyst within the unit.
- Performs periodic airport site reviews of existing airfield infrastructure to assess rehabilitation or replacement needs. Develops guidelines regarding justification, eligibility and priority for the various projects requested. Provides recommendations to section manager.
- Prepares preliminary and final block grant applications with multiple airports to be included and submits to FAA. Reviews individual state block grant applications and submits to FAA.
- Utilizes the web-based application, AERO PM, for daily airport development project coordination for SBGP airports or other programs. Initiates sponsor contract and sponsor contract amendment requests. Develops and monitors the necessary implementations needed for solid record-keeping to assure a fully compliant SBGP.
- Submits reviewed and approved concepts in AERO PM from final Airport Capital Improvement Plans (ACIP) to MDOT through to transferred status as needed for given development year. This involves making decisions based on funding availability and project readiness.
- Reviews submitted concepts by AERO project managers for project/job approvals, reviews Exhibit 1 documents for inclusion into sponsor contracts and sponsor contract amendments, uploads Exhibit 1's to AERO PM, generates the necessary reports for sponsor contract requests, and records projects in the appropriate block grant funding spreadsheet, and other related tasks.
- Determines the expiration of SBGP funding and informs the appropriate parties when unspent non-primary entitlements, state apportionment, and/or discretionary funding will expire within an existing project. Notifies airport sponsors of funding periods of availability and makes decisions to minimize the level of expired entitlements by recommending an entitlement transfer to another airport.
- Works directly with the airport sponsors and consultants to receive, resolve, and respond to their concerns and makes decisions as to the resolution of the issue.
- Reviews and makes recommendations on engineering design drawings, specifications, construction safety, and phasing plans for compliance with established requirements for SBGP airports.
- Participates in and makes recommendations in pre-design, pre-construction, and construction meetings to ensure conformance with FAA approved project documents. Ensures development projects meet federal and state regulations, standards, and guidance. Develops presentations for conveying technical information.
- Visits current and proposed airport construction sites to observe airport needs, construction progress, and participates in final construction walk throughs at SBGP airports.
- Reviews data from field inspections, status reports, and project closeout reports to ensure projects meet technical compliance and alignment with requirements.
- Reviews SBGP professional services contracts, including change orders and supplemental agreements, to determine eligibility of work.
- Reviews and develops proposed recommendations to FAA regarding requests for Modification of Standards (MOS) for SBGP airport design and construction documents.
- Maintains documentation of official project records and decisions using AeroPM and MDOT ProjectWise. Provides information as needed for MAC, legislative requests, annual and FAA reports, Freedom of Information Act (FOIA) requests and audits.
- Provides and coordinates technical assistance to SBGP airports. Typical assistance needs include engineering consultant selection process, engineering services contract preparation, acquisition process, and cost estimates. Facilitate coordination with MDOT staff as needed.

**Duty 2**

**General Summary:**

**Percentage: 40**

As lead project manager, oversees airport development projects to ensure compliance with federal and state guidelines and standard engineering principles and practices for geographically assigned and politically sensitive airports. Typical projects

include but are not limited to the development of new runways, runway and taxiway extensions, airfield pavement rehabilitations, airport lighting projects, electronic navigational aid projects, terminal buildings, aircraft hangars, and acquisition of land, aviation easements, or specialized airport equipment.

**Individual tasks related to the duty:**

- Reviews and makes recommendations on engineering design drawings, specifications, construction safety, and phasing plans for compliance with established requirements.
- Participates in pre-design, pre-construction, and construction meetings to ensure conformance with FAA approved project documents. Ensures development projects meet federal and state regulations, standards, and guidance. Develops presentations for conveying technical information.
- Visits current and proposed airport construction sites to observe airport needs, construction progress, and participates in final construction walk throughs.
- Reviews data from field inspections, status reports, and project closeout reports to ensure projects meet technical compliance and alignment with requirements.
- Reviews and approves project payment requests. Ensures work is complete, charges are appropriate, and dates and coding are correct. Assists Aero Finance and Operations Unit in resolving discrepancies, processing amendments, final accounting, and audit requests.
- Reviews professional services contracts, including change orders and supplemental agreements, to determine eligibility of work.
- Reviews and develops proposed recommendations to FAA regarding requests for Modification of Standards (MOS) for design and construction documents.
- Maintains documentation of official project records and decisions using AeroPM and MDOT ProjectWise. Provide information as needed for MAC, legislative requests, annual and FAA reports, Freedom of Information Act (FOIA) requests and audits.
- Prepares the Federal SF-424 form and other necessary documentation. Submits final application packages to the FAA Detroit ADO.
- Provides and coordinates technical assistance to airports. Typical assistance needs include engineering consultant selection process, engineering services contract preparation, acquisition process, and cost estimates. Facilitates coordination with MDOT staff as needed.

**Duty 3**

**General Summary:**

**Percentage:** 10

Assists with managing the utilization of federal, state, and local funding sources received for airport development projects with annual legislative appropriations.

**Individual tasks related to the duty:**

- Assists with managing, recording, and monitoring the use of all funding sources received for airport development projects appropriated by the Michigan Legislature.
- Participates in meetings with Aero Finance and Operations Unit staff. Coordinate and discuss airport development project funding, financial closeouts, and other matters coordinated with the Finance and Operations Unit.

**Duty 4**

**General Summary:**

**Percentage:** 5

Monitors changes and updates to FAA policies, procedures, and guidance for the FAA's Airport Improvement Program (AIP). Coordinates the submittal of FAA quarterly reports for discretionary funded projects under the SBGP. Participates in conferences, webinars, and/or meetings with other SBGP states and/or FAA to discuss program objectives, priorities and processes. Attends the annual Michigan Airport Conferences. Participates in job-related and other training opportunities.

**Individual tasks related to the duty:**

- Monitors the status of the FAA's AIP to ensure the SBGP is managed in accordance with the most current policies and procedures. Utilizes FAA orders, program guidance letters, memos, advisory circulars, direct correspondence and other related materials to implement guidelines to effectively manage the SBGP.
- Corresponds with appropriate Aero staff, airport sponsors, airport managers, airport consultants as necessary to educate, implement, and enforce new or updated policies and/or other requirements.
- Maintains a process to request, receive, review, and accept required quarterly performance reports from airport sponsors under the SBGP. Submits accepted quarterly reports to FAA Detroit Airports District Office (ADO) designated personnel. Works with FAA to accomplish this and other AIP requirements.
- Attends conferences and builds relationships with all partners on the team, including other state agencies that have SBGPs and contribute to the evaluation, refinement and improvement of the SBGP.

**Duty 5**

**General Summary:**

**Percentage:** 5

Assists with any new airport, state/local airport, federal stimulus, or other new grant programs as required.

**Individual tasks related to the duty:**

- Assists with preliminary and final federal grant applications from airport sponsors, verifying documentation is complete. Prepares the Federal SF-424 form and other necessary documentation. Submits final application packages to the FAA Detroit ADO.
- Assists with coordination of new grant programs to provide engineering guidance to airport sponsors. Conducts meetings with airport sponsors, consultants, and Aero staff to discuss requested airport development projects under new grant projects.
- Assists with developing policies and procedures for new grant programs as appropriate. +
- 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.**

A high level of decision-making and responsibility is required for this position. This position requires understanding of a complicated grant funding system to analyze, distribute and coordinate funding for Aero's SBGP. Many independent decisions are made regarding approvals of requested projects and scheduling of the development. Not all capital projects requested by airport sponsors are eligible to receive federal and/or state funding. Projects that are eligible are evaluated in accordance with federal and state priority systems. A decision is then made as to which projects will receive which funding and in which fiscal year(s).

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

Complex decisions on proposed projects under Aero's SBGP or other program may require discussions and review with leadership. Requests from FAA may also require decisions made by supervisor based on information and reports by the person in this position.

**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.**

This is a standard office environment with extensive computer use. Ability to meet and visit Michigan airports and construction sites is required in order to successfully complete the tasks of the job. Occasional travel on state aircraft may be required. Some outdoor weather exposure anticipated. 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"/> 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?**

This specialized position is responsible for the administration and management of the State Block Grant Program (SBGP) within the Office of Aeronautics and developing, monitoring, and managing approved grants and projects through the entire programming and delivery process. This position serves as a technical expert responsible for the preparation and oversight of the SBGP. This position also serves as a lead project manager and is responsible for allocating, administering, and tracking federal funds through state and federal processes for geographically assigned and politically sensitive airports. This position oversees airport development projects to ensure compliance with federal guidelines, state guidelines, and standard engineering principles and practices. Typical projects include but are not limited to the development of new runways, runway and taxiway extensions, airfield pavement rehabilitations, airport lighting projects, electronic navigational aid projects, terminal buildings, aircraft hangars, and acquisition of land, navigation easements, or specialized airport equipment. This position in coordination with the Planning and Environmental Unit within the Office of Aeronautics identifies and evaluates capital projects for funding eligibility. This position oversees the project from final ACIP, including Federal Aviation Administration (FAA) application process, and Michigan Aeronautics Commission (MAC) approval process, ensuring FAA and MDOT program conformance from the beginning through final financial closeout and audit. Close coordination and communication with the FAA and all stakeholders and partners are key to a successful program. Funding programs could include primary and non-primary entitlements, state apportionment, supplemental, discretionary, and/or pandemic or other economic recovery funds for SBGP airports.

**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 Airport Planning and Development Section is responsible for the selection, approval, and scheduling of projects, and distribution of funds for all airport development in Michigan eligible for federal and/or state funding.

**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 of:

- Federal and state standards for airport planning, design, and construction, and aviation rules and regulations
- Engineering principles and practices, especially in areas of bituminous and concrete pavements

Ability to:

- Communicate effectively with individuals and groups
- Coordinate multiple diverse assignments that require prioritizing and organizing multiple projects consistently with unique deadlines
- Organize and direct numerous concurrent multi-phased projects at once
- Use a computer and several different computer programs and applications

**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.***

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Supervisor

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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.***

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LOGAN BRISTOL

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6/24/2025

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Appointing Authority

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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.***

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Employee

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Date