

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) Bureau of Development
4. Civil Service Position Code Description TRANSPORTATION ENG LIC SPL 2	10. Division Office of Major Projects
5. Working Title (What the agency calls the position) Office of Major Projects - Project Management Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor MINTON, STEVEN D; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARKER, DEMETRIUS; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

The Project Management Specialist is a key resource for large and complex statewide critical transportation projects, with a focus on the development and delivery of projects identified as actual or potential major projects (e.g., Michigan Department of Transportations (MDOT's) largest (often \$500M+), most complex, highest priority projects, often exceeding \$1 billion). These projects have statewide significance, and the development and delivery methods are unique within the department and require significant monitoring, coordinating, and assigning appropriate resources to ensure coordination with Region and Transportation Service Center (TSC) staff, the Bureau of Finance and Contract Services Division (CSD), and the Federal Highway Administration (FHWA). This position works closely with Region, TSC, and Central Office staff during development and delivery phases. This position researches major project delivery methods and requirements, develops and maintains guidelines and standards, and functions as a statewide resource on major project delivery procedures. This position administers projects and program areas in entirety within the agency as a technical expert and works in close coordination with the various Senior Project Managers (SPMs) within the Office. This position also mentors and trains staff within the Office.

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: 75

Serve as a technical resource providing guidance, performance measurement of assigned tasks, quality control review, and direction over employees in several work groups, creating regional and statewide alignment for major projects, which frequently employ non-traditional design and delivery methods. This includes developing and managing large and complex statewide critical transportation projects, Major Projects as defined by the FHWA, those with total project costs of \$500M or more, from project identification through the completion of construction activities including planning; National Environmental Policy Act (NEPA); community and stakeholder engagement tasks; cost, schedule and risk analysis tasks; preliminary engineering and design tasks; engineering studies and reports; consultant scope development, advertisement, and selection; Request for Qualification (RFQ) and Request for Proposal (RFP) development; and consultant and contractor oversight.

Individual tasks related to the duty:

- Develop and manage large and complex statewide critical transportation projects, from project identification through the completion of construction activities.
- Work with SPM as a technical specialist to manage the development and delivery of Office of Major Projects (OMP) projects, performing development, procurement, and implementation phase project management activities independently, including planning; NEPA; community and stakeholder engagement tasks; cost, schedule, and risk analysis tasks; preliminary engineering and design tasks; engineering studies and reports; consultant scope development, advertisement, and selection; RFQ and RFP development; and consultant and contractor oversight..
- Monitor and update schedules to ensure timely completion of different phases of the project. Monitor and update work plans and schedules developed by SPMs on a regular basis to document progress and proactively address issues relating to technical challenges, scope changes, schedule, or budget changes.
- Develop a detailed project work breakdown structure using Planisware and JobNet or alternative to identify needed activities throughout project phases. Identify critical path items and monitor successful completion.
- Coordinate subject matter expert participation and participate in risk management workshops.
- Coordinate with the Department's project team to ensure compliance with state and federal regulations and that decisions made are consistent within the region and in line with statewide policies and procedures.
- Coordinate subject matter expert and industry participation and participate in industry forums or project informational meetings, one-on-one meetings, and other similar events.
- Manage the scope, schedule, quality, and progress payment of consultants assigned to projects.
- Review and comment on major deliverables prepared by consultants or others, following up to ensure satisfactory comment resolution.
- Document project decisions and time and means of their communication to ensure follow up actions and satisfactory resolution.
- Maintain a log of lessons learned and innovative approaches taken to increase institutional knowledge transfer.
- Serve as a link between the identification, development, design, construction, maintenance (as applicable), and closeout phases of a project, providing context and consistency.
- Report out regularly to SPM, supervisor, and MDOT Leadership on project status, progress, and issues. Request any input needed from leadership to avoid delays or escalation of issues.
- Review periodic progress reports and construction activities from project engineers and architects and participate in progress meetings.
- Coordinate and participate in management of projects through the development process which includes NEPA, consultant selections, plans and specifications development, RFP development, and advertising.
- Maintain up-to-date cost estimates and spending for all phases.
- Write and review specifications and contract language.
- Serve as a technical expert on the Department's project team to ensure compliance with state and federal regulations.
- Ensure that commitments made in the environmental clearance phase of projects are incorporated into the plan package and are constructed per the project requirements.
- Serve as a technical expert in managing projects through construction while working closely with MDOT Region and TSC staff to facilitate resolution of project issues.
- Coordinate activities with project stakeholders including the FHWA, local agencies, Michigan Infrastructure & Transportation Association (MITA), American Council of Engineering Companies (ACEC), and MDOT Region, TSC, Construction & Technology, and Central Office staff.
- Work closely with Region and Field Services staff to ensure the consistent application of OMP procedures and processes.
- Support and coordinate with construction staff as needed to ensure construction is completed according to the required schedule.
- Oversee and manage consultant teams that perform project tasks, from consultant selection through closeout.
- Complete and update portions of Project Management Plans, Initial Financial Plans, and annual updates, and FHWA's Special Experiment Projects reports (SEP-14) as applicable, as well as other project related reports.

Duty 2

General Summary:

Percentage: 15

Function as an OMP specialist and OMP resource for all development and delivery related items.

Individual tasks related to the duty:

- Document internal processes used to develop and deliver Major Projects. Contribute to and update OMP manuals and guidelines.
- Continually monitor and review the development of Major Projects methods and requirements; make recommendations to SPMs and OMP Administrator for the consideration of future use.
- Continually research, monitor, and report on construction methods and techniques.
- Attend and represent the OMP during the Call for Projects process meetings.

Duty 3

General Summary:

Percentage: 5

Represent MDOT's OMP at various meetings, conferences, and other functions.

Individual tasks related to the duty:

- Lead meetings with MDOT staff, industry partners, and local stakeholders.
- Speak at conferences and other events requested by the Department.
- Identify best practices used by other agencies in the development and implementation of Major Projects.
- Work closely with design project managers to document best practices used by the department in development, construction, and post construction phases.

Duty 4

General Summary:

Percentage: 5

Other miscellaneous duties assigned by the supervisor.

Individual tasks related to the duty:

- Work on projects for other areas in the Central Office.
- Mentor and train staff.
- Other duties as assigned the supervisor.

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

This position serves as a technical expert on activities related to MDOT's largest and most complex critical projects, with responsibility for ensuring that the team meets customer expectations on time and on budget. Use independent judgment in resolving problems and making recommendations. The employee is expected to exercise independent judgment and initiative to complete the required tasks. This position must understand and apply those aspects of federal, state, and local laws, regulations, policies, procedures, and standards pertaining to assigned work; present ideas persuasively; prepare clear and concise technical documents, reports, correspondence, and other written materials; exercise sound independent judgment within established guidelines; and maintain effective working relationships with those encountered in the course of work. This position makes decisions regarding project level contract language, scheduling, and budgets.

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

The SPM or supervisor is required to review any decisions that set precedent, have legal or political implications, or when issues of homeland security occur; when allocated funds are not available; or affect policy that needs approval by the Innovative Contracting Committee, Bureau leadership, and/or the Engineering Operations Committee.

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 the normal effort for office work including the ability to operate a computer for extended periods of time. Field reviews of proposed or active road/bridge/railroad construction projects requires traversing various types of terrain, working around construction work sites, working from high structures, and working under adverse weather conditions. This position is expected to travel statewide depending on the project and/or assignment and overnight travel is expected. This position involves meeting tight deadlines with limited timeframes. 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.	N	Review work.
N	Approve time and attendance.	N	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 Project Management Specialist is a key resource for large and complex statewide critical transportation projects, with a focus on the development and delivery of projects identified as actual or potential major projects (e.g., MDOT's largest (often \$500M+), most complex, highest priority projects, often exceeding \$1 billion). These projects have statewide significance, and the development and delivery methods are unique within the department and require significant monitoring, coordinating, and assigning appropriate resources to ensure coordination with Region and TSC staff, the Bureau of Finance and CSD, and the FHWA. This position works closely with Region, TSC, and Central Office staff during development and delivery phases. This position researches major project delivery methods and requirements, develops and maintains guidelines and standards, and functions as a statewide resource on major project delivery procedures. This position administers projects and program areas in entirety within the agency as a technical expert and works in close coordination with the various SPMs within the Office. This position also mentors and trains staff within the Office.

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?

This work area is responsible for all major and critical projects activities. This position functions as a deputy project manager for large and complex statewide transportation projects. This person also functions as an OMP specialist and OMP resource for all critical project development and delivery related items.

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:

- Complex project development and delivery procedures.
- The Department's processes for development and approval of design and construction projects, specifications, and operating procedures.
- Principles, practices, and procedures of project management.

- Procedures and information sources of transportation planning and engineering.
- Methods used in developing and analyzing information.
- Application of economic, environmental, and/or social concepts to environmental clearance process and engineering principles in the construction process.

Ability to:

- Work as a Central Office liaison to all Regions and Bureaus, and other stakeholders in supporting the Office of Major Projects.

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 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.

None

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

ASHLEY PARSONS

Appointing Authority

2/25/2026

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