

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

<b>Position Code</b> 1. TRALSPL2C38R
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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> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Development
<b>4. Civil Service Position Code Description</b> TRANSPORTATION ENG LIC SPL 2	<b>10. Division</b> Development Services Division
<b>5. Working Title (What the agency calls the position)</b> Staff Specialist Engineer	<b>11. Section</b> Local Agency Program Section
<b>6. Name and Position Code Description of Direct Supervisor</b> JOHNSON, LANDON H; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Administration
<b>7. Name and Position Code Description of Second Level Supervisor</b> KADZBAN, BRUCE; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position serves as a staff engineer and technical specialist working with the Local Agency Programs (LAP) Section and Michigan's local agencies in preparing and assembling documents required to deliver federal and state funded transportation construction projects to bid advertisement and letting. This position assigns projects to LAP engineering consultants and oversees the delivery of those projects to bid advertisement and letting. This position administers the annual contracts between Michigan Department of Transportation (MDOT) and Michigan Technological University (MTU) for the Michigan Engineers Research Library (MERL) software package used to prepare engineer's construction cost estimates and the Local Technical Assistance Program (LTAP) for training and educating Michigan's local municipal agencies and the engineering consultant community, related to implementing the federal transportation funding program. Administering these contracts involves preparing the annual scope of required services and proposed budget, reviewing the work plan and proposals from MTU, requesting fund obligation, working with MDOT Contracts Services Division to award contracts, reviewing MTU's progress on program delivery, and reviewing and approving invoices for services completed.</p> <p>Provides training and guidance to consultants and local agencies statewide.</p>	

**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: 60**

Assign projects to LAP engineering consultants delivering those projects to bid advertisement and letting. Selection is based on the pre-qualified list of consultants and their ability to perform the work outlined.

This position serves as a technical specialist providing guidance, performance measurement of assigned tasks, and quality assurance review for local agency projects receiving federal and state transportation funds. The position performs cursory reviews of construction plans, special provisions, and construction cost estimates prepared and submitted by the LAP consultant for conformance with accepted national American Association of State Highway Transportation Officials (AASHTO) design standards and MDOT LAP Policies for projects intended to utilize federal and state transportation funds required to advance those projects to bid advertisement and letting.

**Individual tasks related to the duty:**

- Receive draft bid proposal documents prepared by the LAP consultant, prepare the final bid proposal, and move the project to bid advertisement and letting while ensuring all project requirements have been met.
- Develop and enforce procedures that LAP consultants shall follow for consultant reviewed projects including scheduling regular coordination meetings with review consultants.
- Work with various MDOT and federal agencies to request that the appropriate transportation funds be obligated and assigned to the project and request the appropriate cost sharing agreement between MDOT and the local agency.
- During the bid advertisement period, respond to inquiries from bidders and, if necessary, resolve the bidder inquiries, prepare addenda to the bid proposal documents, and coordinate issuance of the addenda with MDOT Quality Assurance Section.
- Prepare the individual project authorization forms that are required to assign individual projects to the LAP consulting engineer.
- Update and maintain the database used to track such assigned projects.
- Track each consultant's progress on completing the assigned projects.
- Monitor each consultant's costs to date and compare those costs to the budgeted amounts of each contract, to determine whether the budgeted amounts are within 90% of the contract cost and, if so, notify the LAP Unit Team Leader on the status of the budget and project status.
- Review and approve LAP Consultant's invoices for services completed.

**Duty 2**

**General Summary:**

**Percentage: 20**

Responsible for administering local agency construction projects, funded with Federal transportation funds, including authorizing the advertising and awarding of projects for lettings and ensuring that all project requirements have been met.

**Individual tasks related to the duty:**

- Review project plans, specifications, and estimates for conformance with approved scope of work, design guidelines, and directives and all required state and federal requirements.
- Arrange and conduct grade inspection meetings and site reviews with local agency representatives and others to ensure design is consistent with site conditions.
- Ensure the right-of-way (ROW) is certified and that utility relocations, permits, and railroad coordination have been secured.
- Review applicable design guidance documents and determine whether a design exception or a design variance is required and if so, recommend to the Unit Supervisor regarding whether such documents should be accepted.
- Contact local agencies and their consultants to resolve proposal discrepancies and deficiencies.
- Initiate the MDOT local agency agreement.

**Duty 3**

**General Summary:**

**Percentage: 10**

Administer the annual contracts between MDOT and MTU for the MERL software package used to prepare engineer's construction cost estimates and the LTAP for training and educating Michigan's local municipal agencies and the engineering consultant community, related to implementing the federal transportation funding program.

**Individual tasks related to the duty:**

- Prepare the updated scope of services, Request for Proposal, and budget for each program.
- Assist MDOT Planning in preparing information, such as project budget and implementation schedule, required to assign each project with a MDOT job number.

- Coordinate reviews by various MDOT and Federal Highway Administration (FHWA) groups, comparing the proposed scope to MTU's proposed work plan. Once this is complete, assist in preparing the authorization documents.
- Assist in preparing the authorization documents required by MDOT Contract Services Division (CSD) for CSD to prepare and issue the appropriate contract authorizations.
- Review and approve invoices for services rendered by MTU.
- Assist MTU and CSD in periodically preparing the updated Master Services agreement between the two parties.

**Duty 4**

**General Summary:**

**Percentage: 5**

Provide training and guidance statewide to local municipal agencies and consulting engineers.

**Individual tasks related to the duty:**

- Participate in and make presentations to various municipal and professional organizations related to implementing the federal transportation program.
- Provide training and guidance to consultants and local agencies statewide.
- Assist in the development of local agency transportation project procedures on a statewide basis in Michigan; maintain the specifications, standards, and guidelines by incorporating state and federal regulations into procedures; and develop and conduct statewide training sessions for local agencies and their consultants, as well as internal MDOT employees.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other related duties as assigned.

**Individual tasks related to the duty:**

- Serve as the technical consultant and liaison to governmental agencies, legislators, contractors, consultants, project and region engineers, and FHWA. This includes responding to and resolving inquiries by legislators and/or private citizens regarding various issues related to transportation projects.
- Assist the Bridge Unit with application reviews
- Assist the Safety Program with application reviews
- Assist in the development or updating of LAP manuals, procedures, and guidelines.
- 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.**

Determine whether designs prepared and submitted by local agencies meets federal requirements and, if not, work those agencies to achieve an acceptable design. Decisions made requires use of independent professional engineering judgment and significant transportation experience in relation to applicable design guidelines to ensure project designs are in the best interest of the health, safety, welfare, and property of the public. This position has the authority to accept or deny project bidding documents. Decisions affect the integrity of the LAP and the continuation of federal/state funds. Inappropriate or incorrect decisions could result in a local agency losing federal aid.

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

All decisions that affect or are exceptions to current policy, procedures, and standards. Implementation of major projects, availability of funds for special projects, and interpretation of federal regulations, state laws, and department policies.

**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.**

Position may require availability outside normal working hours based on operational needs and may require overnight travel up to a week at a time. Work involves exposure to dirt, fumes, heavy and high-speed traffic, or adverse weather conditions; transporting heavy or bulky loads; extended periods of time working from a computer; and heavy workloads working with specific deadlines. Frequent field reviews of proposed or active road/bridge construction projects requires traversing terrain.

**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?**

This position serves as a staff engineer and technical specialist working with the LAP Section and Michigan's local agencies in preparing and assembling documents required to deliver federal and state funded transportation construction projects to bid advertisement and letting. This position assigns projects to LAP engineering consultants and oversees the delivery of those projects to bid advertisement and letting. This position administers the annual contracts between MDOT and MTU for the MERL software package used to prepare engineer's construction cost estimates and the LTAP for training and educating Michigan's local municipal agencies and the engineering consultant community, related to implementing the federal transportation funding program. Administering these contracts involves preparing the annual scope of required services and proposed budget, reviewing the work plan and proposals from MTU, requesting fund obligation, working with MDOT Contracts Services Division to award contracts, reviewing MTU's progress on program delivery, and reviewing and approving invoices for services completed.

Provides training and guidance to consultants and local agencies statewide.

**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 is responsible for LAP oversight and implementation. This position serves as a technical specialist working with Michigan's local agencies in preparing and assembling documents required to deliver federal and state funded transportation construction projects to bid advertisement and lettings; assigning projects to LAP engineering consultants delivering these projects to bid advertisement and letting; and administering the annual MERL and LTAP contracts. This position also provides training and guidance to consultants and local agencies statewide.

**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:

- Construction.
- Design.
- Traffic operations.
- Agreements.
- Financial resources.
- Federal and state regulations.
- Plan preparation.
- Bridge standards and specifications.
- MDOT processes.

Ability to:

- Comprehend and carry out instructions.
- Communicate effectively.
- Interpret and work with databases of all sizes and complexities.
- Use computers and applicable software.
- Apply independent engineering judgment when making decisions.
- Read plans.
- Perform field related duties.

**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

3/9/2026

\_\_\_\_\_  
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

