

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 Bridges and Structures
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-E	10. Division Structure Program Division
5. Working Title (What the agency calls the position) Bridge Inspection Engineer	11. Section Structure Management Section
6. Name and Position Code Description of Direct Supervisor NADJARIAN, ALLISON M; ENGINEER MANAGER LICENSED-3	12. Unit Bridge Inspection Unit
7. Name and Position Code Description of Second Level Supervisor MCMUNN, CREIGHTYN; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 6333 Old Lansing Road, Lansing, MI 48917 / M-F, 8:00am - 5:00pm (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position is responsible for performing bridge inspections within the Big Bridge Inventory under the direction of a Qualified Team Leader (QTL). Inspections are completed within an assigned area. Inspections are done in accordance with the National Bridge Inspection Standards (NBIS) and other state laws and guidelines. This position also is responsible for participating in the bridge safety inspection Quality Assurance/Quality Control (QA/QC) monitoring program and assisting with evaluating structures in accordance with applicable State and Federal regulations.</p> <p>This position requires possession of a valid driver's license to perform bridge inspections.</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: 70

Responsible for performing bridge inspections under the direction of a Qualified Team Leader (QTL) conducts research on bridge maintenance issues, takes notes on the condition of structures, and gathers information for bridge inspection reports for National Bridge Inventory (NBI) structures.

This duty requires possession of a valid driver's license to perform bridge inspections.

Individual tasks related to the duty:

- Participate in inspections in accordance with the NBIS and other state laws and guidelines. This includes conducting research on bridge maintenance issues, taking notes on the condition of structures, and gathers information for bridge inspection reports for NBI structures.
- Participate in the evaluation of the structural condition of each bridge component, feature, detail and/or NSTM according to NBIS guidelines.
- Coordinate with regions, statewide crews, and consultants before participating in bridge inspections to coordinate traffic control and access equipment (e.g., Reach-All).
- Complete the required reports and maintain bridge files in compliance with the Federal Highway Administration (FHWA) 23 Metrics.
- Draft changes to MDOT and local agency inspection procedures as needed for improved safety and compliance with the NBIS and to ensure statewide alignment.
- Responsible for gathering inspection data and assisting with determining the proposed scope of work for bridges in accordance with asset management principles and goals.
- Participate in inspections with region staff as needed or communicate with regions that inspections need done.
- Coordinate with region and Transportation Service Center (TSC) offices for traffic control needs to participate in inspections.

Duty 2

General Summary:

Percentage: 20

Responsible for participating in the bridge safety inspection QA/QC monitoring program and assisting with evaluating structures in accordance with applicable State and Federal regulations.

Individual tasks related to the duty:

- Participate in the development of Quality Control plans for MDOT Regions and Local Agencies.
- Participate in MDOT Quality Control reviews.
- Participate in Quality Assurance reviews and provide recommendations to manager regarding deficiencies identified during the review.
- Ensure findings are properly documented in MiBRIDGE and participate in field reviews as directed.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Provide recommendations for improvements and presentation of best practices for NBIS bridge inspection methods.
- Attend bridge inspection training.
- 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 be able to participate in inspections which assess the condition of a bridge according to NBIS guidelines. Make safety decisions at the bridge.

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

Changing or setting statewide bridge inspection policies. Structural-related decisions involving safety (that do not require immediate decisions at the bridge). Decisions involving network management and strategic direction.

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.

Performing inspections in the field includes traversing irregular terrain and slopes, moving under bridges, over water, wading in water to probe footings, and continually working near heavy traffic as well as working in adverse weather conditions. Requires good physical condition and agility. Must be able to travel statewide for extended periods of time which requires possession of a valid driver's license. Must be able to work from an aerial device or man-lift at considerable height off the ground and over water. 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 is responsible for performing bridge inspections within the Big Bridge Inventory under the direction of a Qualified Team Leader (QTL). Inspections are completed within an assigned area. Inspections are done in accordance with the National Bridge Inspection Standards (NBIS) and other state laws and guidelines. This position also is responsible for participating in the bridge safety inspection Quality Assurance/Quality Control (QA/QC) monitoring program and assisting with evaluating structures in accordance with applicable State and Federal regulations.

This position requires possession of a valid driver's license to perform bridge inspections.

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 the management and oversight of the state's bridge inspection program. The Bridge Inspection Unit is responsible for inspecting the department's designated bridges with NSTMs and fatigue sensitive details and provides technical expertise in the more complex aspects of bridge inspection, management, and construction. The Unit supports and acts as a technical resource to the MDOT regions and local agencies regarding management, inspection, and construction of bridges and facilitates the federal inspection program with the local agencies. This position participates in bridge inspections.

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 Engineer 9

No specific type or amount is required.

Transportation Engineer 10

One year of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer 9.

Transportation Engineering P11

Two years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Structural engineering.
- Relevant specifications, Department policies, and technical reports for NSTM inspection and management of complex bridges.
- Bridge inspections.
- Consultant project management.

Ability to:

- Work outside, in aerial device or man-lift at considerable height off the ground and over water.
- Communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must maintain throughout employment in this 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.

N/A

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

LOGAN BRISTOL

2/25/2025

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