State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. TRALSPL2C52R

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)** Highway Operations
4. Civil Service Position Code Description Transportation Eng Lic Spl 2	**10. Division** Southwest Region
5. Working Title (What the agency calls the position) Senior Bridge Inspector/Structure Management Engineer	**11. Section** Development
6. Name and Position Code Description of Direct Supervisor STACK, RICHARD; ENGINEER MANAGER LICENSED-3	**12. Unit** Bridge Unit
7. Name and Position Code Description of Second Level Supervisor VALSADIA, DHARMESH; ENGINEER MANAGER LICENSED-4	**13. Work Location (City and Address)/Hours of Work** 6345 American Avenue, Portage, MI 49002 / 7:00 a.m.-3:30 p.m Mon-Fri (hours & days may vary)

14. General Summary of Function/Purpose of Position

This position works directly with the Region Bridge Engineer in the coordination of the bridge program in the Southwest Region and is the regionwide resource for managing bridge related information in the Southwest Region. This position is integral in the development of the Annual Bridge Call for Projects; therefore, the responsibilities include: providing program and project expertise, bridge inspection, bridge project scoping, field reviews, quality assurance, and quality control to deliver the region bridge program in partnership with the Department's Bureau of Bridges and Structures, region, Transportation Service Centers (TSCs), and Federal Highway Association (FHWA). This position responds to emergencies caused by vehicles hitting structures and provides technical assistance to the region and statewide field personnel regarding repairs. This position assists the Region Bridge Engineer in the formulation of annual bridge maintenance/repair priorities and oversees the completion of Bridge Request for Actions (RFA). This position also serves as project manager in the administration of consultant bridge scoping and bridge inspection contracts.

This position is required to operate a motor vehicle or vehicle/trailer combination (e.g. crew cab truck with an aerial bucket) with a gross vehicle weight rating (GVWR) between 10,001 and 26,000 pounds to perform bridge safety inspection duties.

This position requires possession of a valid driver's license to perform bridge safety inspections and other field reviews.

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: 50**

Serves as the region technical expert regarding bridge inspections by providing guidance, quality control review, and creating regional/statewide alignment in accordance with the National Bridge Inspection Standards (NBIS) and MDOT Bridge Inspection Policies.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds.

This duty requires possession of a valid driver's license to inspect/evaluate structures and perform other field reviews.

Individual tasks related to the duty:

- Develops monthly routine bridge safety, detailed, and other special inspection assignments for the region.
- Serves as a technical expert in conducting routine Bridge Safety Inspections in accordance with Federal Compliance requirements.
- Provides technical expertise in the performance of bridge and culvert inspections for the entire region and prepares bridge inspection reports based on the data gathered during inspections.
- Inspects and evaluate structures, numerically rates each component of the structure per NBIS and MDOT Bridge Inspection Policies. Measures and/or quantifies the deterioration state of bridge elements and classifies the deterioration condition state per American Association of State Highway and Transportation Officials (AASHTO) Manual for Bridge Element Inspection.
- Documents and reports field observations reflecting the existing bridge condition on the Bridge Inspection and Reporting System (MiBridge) and dissemination of reports such as Bridge Safety Inspection Reports (BSIR), Structure Inventory and Appraisal (SI&A) form, and AASHTO Element Level Report.
- Formulates inventory of bridges needing maintenance repairs and identifies those requesting Bridge Request for Actions (RFA) funding.
- Provides maintenance work crew recommendations and designates the appropriate priority for region maintenance and contract county maintenance crews.
- Schedules, coordinates and performs bridge post-construction and inventory inspections in collaboration with TSC construction staff, maintenance personnel, contractors, and/or Construction Engineering consultants in timely manner to fulfill NBIS requirements.
- Manages the Regions Request for Action (RFA) by performing field reviews and determines the best repair options and methods for completing the work.
- Assists with inspection Quality Control (QC) for the region.

Duty 2

General Summary: **Percentage: 20**

In coordination with the region bridge engineer, directs the implementation plan for the Region's Bridge Preservation Strategy and assists with developing the Call for Projects submittals. Performs engineering duties, as a technical expert, which are required to maintain structural management program, oversees and approves work of others as it relates to bridge inspection assignments and reviews/corrects reports. Responsible for training and assisting the other Bridge Unit Staff, as needed.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds.

This duty requires possession of a valid driver's license to perform field investigations.

Individual tasks related to the duty:

- Evaluates, inspects, recommends, and scopes repairs for Capital Scheduled Maintenance (CSM), Capital Preventative Maintenance (CPM), and Rehabilitation and Reconstruction (R&R) projects that conform to the Southwest Region and Statewide Strategies.
- Researches old plans, field conditions, and safety inspection reports to determine existing bridge conditions and its future repair needs.

- Leads and performs field investigations and gathers detailed inspection information for determining future types of bridge repairs.
- Utilizes available MDOT proprietary applications such as MBridge, JobNet, ACRS, Phase Initiator, CTRAK, etc. in developing the Call for Projects.
- Estimates bridge repair costs. Programs Project Concepts. Reviews and Approves Change Requests in JobNet.
- Analyzes existing bridge condition, history, and current design standards to develop a bridge scoping document that meets the region and statewide strategy for bridge repairs.
- Advises design and TSC staff on bridge structural conditions, scope of work, and provides guidance on preservation/rehabilitation methods by actively participating in project development and design activities.
- Provides support to related region and Lansing customers to ensure the scope of work remains consistent with the region and statewide policy and procedures before, during, and after construction.
- Participates in Region Mobility Team meetings and provides technical knowledge on all bridge related things.
- Recommends changes to streamline the region bridge program and develop a more productive bridge preservation program.
- Conducts research to analyze and resolve bridge maintenance problems plus be prepared to explain or defend the inspection report recommendations in court as an expert witness.

Duty 3

General Summary: **Percentage: 10**

Provides bridge construction assistance and works with bridge maintenance crews. Assists the Statewide Load Rating Unit with load rating data collection. Responds to bridge emergencies.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds.

This duty requires possession of a valid driver's license to inspect/evaluate structures and perform inspections and other work in the field.

Individual tasks related to the duty:

- Assists the region bridge engineer with monitoring the progress of structures during the construction process for assurance that the critical items are addressed.
- Provides technical assistance to region staff during the bridge construction and maintenance processes.
- Prepares timely punch lists for bridge construction projects.
- Supports the region bridge engineer with the implementation of the bridge inspection quality control (QC) review process.
- Participates in the annual inspection calibration meeting, as well as region inspection team meetings to incorporate the latest standards and techniques; and maintains a current working knowledge of the inspection program.
- Recommends collecting and testing steel and/or concrete bridge samples to aid in the load rating of structures.
- Responds to and leads bridge emergency activities.
- Prepares special reports on bridges damaged by high load, ships, washouts, or severe deterioration.
- Leads in depth bridge inspections to determine structural integrity of key elements that affect the structure's load rating.

Duty 4

General Summary: **Percentage: 10**

Administers consultant contracts for the performance of project related tasks.

Individual tasks related to the duty:

- Develops and administers the preparation of the scope of services, the selection process, and the contracting for consultant bridge inspection and bridge scoping services.
- Administers consultant contracts for project related tasks including oversight and direction of engineering activities.

- Reviews payment invoices and progress reports and makes recommendations for payment for services completed.
- Compiles and maintains all vendor contract records.
- Prepares evaluations of the consultant's project submittals and overall performance on the project.
- Represents the Region Bridge Unit and the Region in building positive working relationships with consultant partners.

Duty 5

General Summary: **Percentage:** **5**

Communicates and works effectively with others, both inside and outside of the Bridge Unit. Receives, resolves and responds to customer concerns by making decisions as to the resolution of customer claims, complaints and applications per organizational policy. Oversees, guides, and instructs TSCs and others in the resolution of customer concerns.

Individual tasks related to the duty:

- Shares, requests, obtains project related information from the TSC's, Construction, Utilities and Permits, Maintenance, Traffic and Safety, Construction and Technology and Real Estate Divisions, as needed.
- Directs the development and implementation of communication mechanisms that keep all relevant customers/stakeholders properly informed of all project related information and engaged in the project's execution. Stakeholders include external partners and customers (motorists, residents, businesses, etc.), local units of government and elected officials, contractors, project team members, department managers/leadership, and the public.
- Maintains organized project record of correspondence, design workspace, and other pertinent project information.
- Documents all pertinent project communications and maintains file records.
- Schedules and sets up meetings as needed.
- Assists construction personnel as needed.

Duty 6

General Summary: **Percentage:** **5**

Other duties as assigned, which may include, but are not limited to:

Individual tasks related to the duty:

- Assists supervisor in monitoring, coordinating and/or assigning appropriate resources based on operational needs.
- Represents the department at various meetings.
- Serves on quality action teams working on process improvements.
- Builds positive relationships between MDOT and external stakeholders, including local communities, and the construction and consultant industry.
- Participates in region and statewide business teams to ensure alignment in program delivery and policy implementation.
- Assists TSC staff on bridge project development and construction related duties.

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

- Decisions to apply bridge design standards, practices or procedures that affect the design or construction of a project.
- Project management decisions to deliver the program on time and within budget.
- Decisions relative to engineering principles and practices consistent with MDOT, FHWA, and AASHTO standards and guidelines.
- Design solutions to unexpected problems which arise during project construction.
- Decision regarding necessary equipment, scheduling of inspections, and other methods necessary to perform inspections. Identify bridges requiring detailed inspections, underwater inspections, or scoping.

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

When changes in policy are required. Changes in previously approved project scope, cost, or schedules. Conflicts in engineering standards, practices, or legal requirements. A case where there is a large variance in a previous inspection report in order to standardize inspector procedures.

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.

Move throughout various terrains to probe footings and continually working near heavy traffic occurs frequently. Must be able to remain in a stationary position during shift. Position may require availability outside normal working hours based on operational needs. This position is required to operate a vehicle and/or vehicle trailer combination with a GVWR of between 10,001 and 26,000 pounds. This position requires possession of a valid driver's license.

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 works directly with the Region Bridge Engineer in the coordination of the bridge program in the Southwest Region and is the regionwide resource for managing bridge related information in the Southwest Region. This position is integral in the development of the Annual Bridge Call for Projects; therefore, the responsibilities include: providing program and project expertise, bridge inspection, bridge project scoping, field reviews, quality assurance, and quality control to deliver the region bridge program in partnership with the Department's Bureau of Bridges and Structures, region, Transportation Service Centers (TSCs), and Federal Highway Association (FHWA). This position responds to emergencies caused by vehicles hitting structures and provides technical assistance to the region and statewide field personnel regarding repairs. This position assists the Region Bridge Engineer in the formulation of annual bridge maintenance/repair priorities and oversees the completion of Bridge Request for Actions (RFA). This position also serves as project manager in the administration of consultant bridge scoping and bridge inspection contracts.

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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 work area is responsible for overall delivery of Region Bridge Management, Construction, and Inspection Program. This position assists the Region Bridge Engineer in all tasks associated with the management of the region bridge inventory, bridge call for projects submittal, bridge project scoping, programming and consultant contract administration for the development transportation projects in the region.

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:

Thorough understanding of:

- The development, oversight, and coordination of contract administration.
- The bridge construction engineering and bridge inspection process and key elements of highway construction projects.
- Highway construction project design and construction standards and practices.

Thorough knowledge of:

- The principles and practices of Transportation Engineering.

Skills:

- Must possess strong, effective organizational team building, facilitation, negotiation, leadership and communication skills.

Understanding and ability to:

- Use department information management systems, especially MBridge, JobNet and Phase Initiator (PI).

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a registered professional engineering license as required by the State of Michigan.
- This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.
- Subclass Code Requirement: CMVOSSP – A safety-sensitive position in which the employee is required to operate a commercial vehicle. Requires a valid Medical Examiners Certificate for Commercial Driver Medical Certification and must maintain throughout employment in the position.
- Possession of a valid driver's license is required and must maintain throughout employment in the position.
- Possess status as a Qualified Team Leader or possession within one year of the date of the appointment. QTL status includes:
    - Successful completion of NHI-130055 Safety Inspection of In-Service Bridges course.
    - Successful completion of 18 hours of approved bridge inspection recurrent training over the last 5 years.
    - Successful completion of the Field Proficiency Exam in the last 2 years.

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	1/30/2026
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**