

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

Position Code 1. TRALSPL3A22R

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 3	10. Division Design Division
5. Working Title (What the agency calls the position) Innovative Contracts Engineer - Local Agency Program (LAP)	11. Section
6. Name and Position Code Description of Direct Supervisor RANGER, JAMES; STATE ADMINISTRATIVE MANAGER-1	12. Unit Innovative Contracting Unit
7. Name and Position Code Description of Second Level Supervisor MITCHELL, RYAN; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30 a.m.- 4:30 p.m.(or as approved)

14. General Summary of Function/Purpose of Position

This position functions as a project manager for large and complex statewide transportation projects that utilize non-traditional design and delivery methods for Local Agency Programs (LAP) and trunkline projects. These projects have statewide significance as the contracting methods are unique to the department and require significant research and monitoring to ensure coordination with Region and Transportation Service Center (TSC) staff, LAP Staff (e.g., County, City, Village, Township officials), the Finance and Contract Divisions of the Bureau of Finance, and the Federal Highway Administration (FHWA). This position works closely with Region, TSC, and Central Office staff during all phases of the project. This position researches innovative LAP and trunkline project methods, develop and maintain guidelines, and function as a statewide design and delivery resource on innovative contracting procedures. The person in this position operates independently with limited guidance.

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: 45

Function as the Innovative Contracting Unit (ICU) specialist and ICU resource for all design and delivery related items including items associated with non-traditional LAP and trunkline projects.

Individual tasks related to the duty:

- Identify, recommend, develop, procure, and implement non-traditional design and delivery method projects associated with LAP and trunkline.
- Document internal processes used to design and deliver non-traditional LAP and trunkline projects.
- Create and update existing manuals and guidelines.
- Continually monitor and review the development of new design and construction methods for LAP contract delivery and trunkline contract delivery; make recommendations to the Innovative Contracting Committee for the consideration of future use.
- Continually research, monitor, and report on new design and delivery methods and techniques related to LAP and trunkline projects.
- Review periodic progress reports and design and construction activities from project engineers and architects on projects under contract and participate in progress meetings. Establish and coordinate the activities of an interdisciplinary team to complete project phases, including very expedited schedules for the development of the design package for letting.
- In accordance with Michigan Department of Transportation (MDOT) Innovative Construction Contracting Guide, recommend appropriate design and delivery methods for LAP and upcoming trunkline projects.
- Develop work plans and schedules to assure timely completion of all phases of the project. Monitor the schedule and task activities on a regular basis to assure smooth project flow. Identify major milestone events (e.g., all phases of the project such as National Environmental Policy Act (NEPA) certification and acceptance, base and final plan review, advertisement, letting, substantial completion, and final acceptance) and document progress.
- Develop a detailed project work breakdown structure (Planisware or alternative) to identify all needed activities throughout project phases. Identify critical path items and monitor successful completion.
- Manage projects through the design process which includes NEPA, consultant selections, Request for Proposal development, and advertising.
- Facilitate and resolve issues that arise and lead the team to resolve the barriers to meeting the project objectives and deliverables.
- Conduct project risk management workshops with project team and stakeholders in accordance with MDOT Risk Management Workbook.
- Maintain up-to-date cost estimates and spending for all phases.
- Forecast funding requirements for project phases including environmental clearance and design and delivery phases. Develop design and delivery phasing plans that are constructible and consistent with long term funding capabilities.
- Write and review specifications and contract language.
- Develop and coordinate the Department's project team to ensure compliance with state and federal regulations.
- Coordinate with state and federal government officials to streamline the environmental clearance process.
- Assure that commitments made in the environmental clearance phase of projects are incorporated into the plan package.
- Assure that commitments made in the environmental clearance phase of projects are constructed as envisioned.
- Manage projects through design and delivery while working closely with MDOT Region, TSC, and LAP 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 implementation of contracts procured with unique methods, such as Design-Build and Construction Manager/General Contractor.
- Oversee the project budget and assure that when significant changes occur, that alternatives are developed and considered to maintain project budget while meeting project intent.
- Brief executive leadership on project activities and seek policy direction as appropriate.
- Support and coordinate the design and construction teams to assure design and delivery is completed according to the required schedule.
- Refine the design and delivery phasing for projects along with the budgeted cost.
- Oversee and manage consultant teams that perform project tasks, from consultant selection through audit closeout.
- Complete FHWA's Special Experiment Projects report (SEP-14) as well as other project related reports.

Duty 2

General Summary:

Percentage: 35

Develop and manage all aspects of projects with non-traditional development methods from project identification through the completion of design and delivery activities including those associated with LAP projects.

Individual tasks related to the duty:

- Create and update existing manuals and guidelines.
- Develop work plans and schedules to assure timely completion of all phases of the project. Monitor the schedule and task activities on a regular basis to assure smooth project flow. Identify major milestone events and document progress.
- Work closely with Local Agency officials to accurately forecast resource requirements associated with non-traditional project deliveries.
- Develop a detailed project work breakdown structure (Planisware or alternative) to identify all needed activities throughout project phases. Identify critical path items and monitor successful completion.
- Conduct project risk management workshops with project team and stakeholders in accordance with MDOT Risk Management Workbook.

- Write and review specifications and contract language that affect the procurement process.
- Assure that commitments made in the environmental clearance phase of projects are incorporated into the plan package.
- Oversee the project budget and assure that when significant changes occur, that alternatives are developed and considered to maintain project budget while meeting project intent.
- Develop and coordinate the Department's project team to ensure compliance with state and federal regulations.

Duty 3

General Summary:

Percentage: 10

Represent MDOT 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.
- Participate in educational guest lectures.
- Organize, conduct, and lead workshops.
- Participate as a lead member of the Innovative Contracting Committee.
- Participate as the Department's coordinator for the Highways for Life programs.
- Identify best practices used by other agencies in the development and implementation of innovative contracts for various projects.
- Work closely with design and construction project managers to document best practices used by the department in development, construction, and post construction phases.

Duty 4

General Summary:

Percentage: 10

Other miscellaneous duties assigned by the supervisor.

Individual tasks related to the duty:

- To broaden the working knowledge of the employee in the Central Office which includes high speed rail, contracts, hydraulics, geometrics, environmental, etc.
- 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.

This position oversees and manages all activities related to the most complex assigned projects with primary 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 in order to complete the required tasks. This position needs to 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 supervisor is required to review any decisions that set precedent, have legal or political implications, when issues of homeland security occur, when allocated funds are not available or affect policy that need 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 sit for extended periods of time. Field reviews of proposed or active road/bridge/railroad construction projects requires walking over irregular terrain, around construction work sites, and high structures under adverse weather conditions. This position is expected to travel statewide depending on the project and/or assignment. Occasional overnight travel is expected. This position will involve meeting tight deadlines with limited timeframes and long working hours can be expected on occasion. 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?

This position functions as a project manager for large and complex statewide transportation projects that utilize non-traditional design and delivery methods for LAP and trunkline projects. These projects have statewide significance as the contracting methods are unique to the department and will require significant research and monitoring to ensure coordination with Region and TSC staff, LAP Staff (e.g., County, City, Village, Township officials), the Finance and Contract Divisions of the Bureau of Finance, and the FHWA. This position will work closely with Region, TSC, and Central Office staff during all phases of the project. This position researches innovative LAP and trunkline project methods, develop and maintain guidelines, and function as a statewide design and delivery resource on innovative contracting procedures. The person in this position operates independently with limited guidance.

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 innovative contracting activities. This position functions as a project manager for large and complex statewide transportation projects that utilize non-traditional design and delivery methods for Local Agency Program and trunkline projects. This person functions as the ICU specialist and ICU resource for all design 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 14

Five years of professional experience equivalent to a Transportation Engineer, including three years equivalent to a Transportation Engineer P11, two years equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12, or one year equivalent to a Transportation Engineering Licensed Specialist 13 or Transportation Engineering Specialist 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Innovative contracting 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 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 innovative contracting program.

**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.

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

9/29/2025

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