

Position Code
1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Highways
4.Civil Service Position Code Description	10.Division
Transportation Engineer E 9/10/11	Superior Region
5.Working Title (What the agency calls the position)	11.Section
Utilities and Permits Engineer	Crystal Falls Transportation Service Center
6.Name and Position Code Description of Direct Supervisor	12.Unit
David Bradley, Engineer Manager Licensed 14	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Daniel Kari – State Administrative Manager 15	120 Tobin Alpha Rd, Crystal Falls MI 49920 Mon-Fri 7:00 am to 4:00 pm central

14. General Summary of Function/Purpose of Position

This position assists with utilities and permit coordination for the Crystal Falls Transportation Service Center (TSC). Responsibilities include providing technical assistance to utilities, the TSC's permit agent, contractors, and other customers for timely completion of permit work and utility relocation activities in the area. This position assists as a liaison between the Michigan Department of Transportation (MDOT) and utility companies/agencies during the design and construction phases, and is responsible for recommending final sign-off on plans for approval and utility clearance. This position maintains project records, communications and other relevant project information regarding utility and permit operations. This position also assists with the development and construction of MDOT road projects, and provides technical support to the Transportation Maintenance Coordinator (TMC).

This position requires possession of a valid driver's license to perform field inspections and 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 of Duty 1 **% of Time** 50

Assist in the oversight of the utility coordination and permit process.

This duty requires possession of a valid driver's license to perform field inspections and reviews.

Individual tasks related to the duty.

Utility coordination process:

- Monitor all utility responses and project plans for possible utility conflict with MDOT projects.
- Conduct plan reviews and approvals (e.g., base plan, preliminary plans and Omissions and Errors Check (OEC) plans) for utility relocations.
- Attend and assist with the arrangement of utility coordination meetings to resolve conflict with utilities to ensure delivery of design requirements in accordance with MDOT policies and procedures.
- Provide utility coordination and clearance to Project Managers for MDOT projects prior to the letting of project.
- Ensure that all utility relocation is completed within plan specifications to minimize impacts to MDOT projects. Assist MDOT Delivery Engineer with coordination during construction.
- Organize partnering meeting with the utilities. Actively participate in Utility and Permit business team meetings.

Permit Process:

- Review, interpret, and approve routine permits utilizing MDOT standards (e.g., permit with a single item that needs reviewed as part of the project (e.g., residential/field driveways, storm sewer taps, utility installation at the edge of the right-of-way, utility service installations for new customers, survey requests, soil boring requests, reviewing detour plans for local agencies that will be directing traffic on the MDOT trunklines). Review and document drainage issues that are part of construction permits.
- Prepare documents and permit information for review and issuance. Oversee the issuance process and work to improve the process.

Duty 2

General Summary of Duty 2 **% of Time** 40

Support the Cost Scheduling Engineer in project development activities related to the call-for-projects scoping processes, and completion of design deliverables.

This duty requires possession of a valid driver's license to perform field inspections and reviews.

Individual tasks related to the duty.

- Coordinate the work of TSC construction staff for timely completion of design pick up survey needs as required by the region design squad.
- Develop log job design deliverables for Capital Preventative Maintenance (CPM) and maintenance funded projects.
- Scope future projects, developing estimated quantities and costs, for all funding templates.
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Duty 3

General Summary of Duty 3 % of Time 5

Support the TSC construction area on transportation projects

This duty requires possession of a valid driver's license to perform field inspections and reviews.

Individual tasks related to the duty.

- Estimate costs, prepare contracts, monitor progress, conduct meetings for the utilization of construction consultants.
- Ensure contract documentation and contract modifications, pay estimates and other project documents are correct and submitted on time.
- Coordinate construction work with local governments, utilities, media and public.
- Ensure contractor compliance with project specification and plans.
- Maintain safe work zones for motorists and Department employees.
- Provide local agency oversight on design and construction activities.

Duty 4

General Summary of Duty 4 % of Time 5

Perform Pavement Surface Evaluation Rating (PASER) pavement condition surveys, bridge inspections, and project warranty inspections for TSC. Perform other duties as assigned.

This duty requires possession of a valid driver's license to perform field inspections and reviews.

Individual tasks related to the duty.

- Perform PASER road condition surveys as required.
- Assist Region bridge engineer on inspection duties within the TSC area.
- Other duties as assigned.

Duty 5

General Summary of Duty 5 % of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6 % of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Decisions based on past practices, current department guidelines and standards. Most engineering related decisions are handled in conjunction with the supervisor.

17. Describe the types of decisions that require the supervisor's review.
Decisions which involve significant economic consequences or affect persons outside the TSC office. Significant deviation from department policy. Politically sensitive issues. Decisions regarding work assignments and performance of team members and coworkers.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.
Typical duties associated with an office environment include remaining in a stationary period for extended periods of time and extensive use of a computer. Ability to transport items weighing up to 25 lbs. Field reviews and inspections include traversing irregular terrain. Occasional travel to attend training seminars or meetings that could involve overnight stays is required. Position required possession of a valid driver's license. 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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

23. What are the essential functions of this position?

This position assists with utilities and permit coordination for the Crystal Falls TSC. Responsibilities include providing technical assistance to utilities, the TSC's permit agent, contractors, and other customers for timely completion of permit work and utility relocation activities in the area. This position assists as a liaison between MDOT and utility companies/agencies during the design and construction phases, and is responsible for recommending final sign-off on plans for approval and utility clearance. This position maintains project records, communications and other relevant project information regarding utility and permit operations. This position also assists with the development and construction of MDOT road projects, and provides technical support to the TMC. This position requires possession of a valid driver's license to perform field inspections and reviews.

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 Crystal Falls TSC is responsible for all highway operations in a five county area. The utility permit and coordination functions must be integrated with all programs that are designed to control, upgrade, and sustain the system to an acceptable level of service. This position contributes to that effort through planning, coordination, engineering, and quality control.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

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 Engineer 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:

- The design and construction of highway roads and bridges.
- Computers.
- Effective organization.

Ability to:

- Make independent decisions.
- Work in a team atmosphere.
- Communicate effectively.

-Exercise good public relations under adverse conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.