

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

Position Code 1. TRNSTCHAA42R

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) Highways
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-A	10. Division Metro Region
5. Working Title (What the agency calls the position) Transportation Technician 11	11. Section Oakland TSC
6. Name and Position Code Description of Direct Supervisor TRAVIS, BRIAN M; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor SWANSON, LORI; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 800 Vanguard Dr Pontiac, MI 48341 / M-F 7:00 a.m. to 3:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as lead worker at the Oakland Transportation Service center (TSC). This position participates in a full range of duties associated with field inspection, material testing, surveying/data collection, and project documentation for construction of highways, bridges and associated transportation facilities using the current construction documentation system and eConstruction delivery methods, ensures construction contracts are constructed in accordance with the plans, specifications, and related contract documents and performs engineering technical support activities, including material testing, inspection, surveying, and other related office tech functions.

This position requires possession of a valid driver's license to perform regular 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:

Percentage: 40

Perform construction and quality control/assurance inspection and testing activities designed to ensure that highways, bridges, and associated transportation facilities are constructed in accordance with the plans, specifications and related contract documents.

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

Individual tasks related to the duty:

- Record work completed by the contractor with the latest digital mapping tools (e.g., Total Station, Global Positioning System (GPS), Bluebeam) and address all project correspondence through the current paperless construction documentation system (e.g., ProjectWise).
- Oversee all phases of construction inspection, project documentation, and closing out projects, including but not limited to, verifying/determining final project quantities, completion of the 40-point project closeout checklist and data entry into the Pavement Historical Database (PHD).
- Monitor inspection and/or perform inspection duties on construction projects to maintain contract compliance, including soil erosion and sedimentation control and temporary traffic control inspection.
- Oversee and/or perform testing of concrete, Hot Mix Asphalt (HMA), density and other construction materials as necessary for quality assurance purposes.
- Confer with personnel employed by contractors, public utilities, city/county engineering departments, other Michigan Department of Transportation (MDOT) offices, or consultants regarding coordination of construction project activities. Resolve any construction related conflicts and evaluate design changes.
- Oversee and ensure the quality and quantity of work performed by requiring strict adherence to established methods and procedures.

Duty 2

General Summary:

Percentage: 30

Serve as a lead worker, overseeing the work of Transportation Technician-E levels and Interns.

Individual tasks related to the duty:

- Train, lead, assign and direct the work of Transportation Technician-Es and Interns in all phases of construction, including inspection, material testing, surveying/data collection, project documentation and project close out. This also includes scheduling and reviewing work assignments, establishing work priorities, coordinating inspection activities, and resolving inspection problems.
- Coordinate schedule assignments to meet construction workload demands.
- Review Inspector Daily Reports for content, accuracy, and consistency with contract requirements.

Duty 3

General Summary:

Percentage: 20

Lead the effort to perform surveying and data collection tasks associated with construction projects.

Individual tasks related to the duty:

- Establish horizontal and vertical alignment as part of Engineer Staking using Total Station survey equipment.
- Document work completed in the field by the contractor for contract compliance, measurement and payment purposes utilizing Total Station and GPS.
- Perform Quality Assurance/Quality Control (QA/QC) on collected data for the purposes of developing a digital as-built construction reference file utilizing Geopak and MicroStation.
- Participate in quality assurance of contractor automated machine guidance operations.
- Train Transportation Technicians-Es in Total Station and GPS survey equipment use, troubleshoot and coordinate with Lansing Survey Support to address equipment needs and issues.

Duty 4

General Summary:

Percentage: 10

Perform Office Technician work related to construction and perform other office work related to design, permits, traffic and maintenance of transportation systems.

Individual tasks related to the duty:

- Serve as backup and/or primary office technician when project needs dictate; including the full range of project documentation duties, not limited to generation and review of daily reports, contract modifications, pay estimates, material usage and approval, pay item postings and quantities,

payroll compliance and all other tasks associated with specification adherence, payment management and record retention through the use of FieldManager and ProjectWise from project start through final close out.

- Assist in the scoping of highway and bridge projects. Review design plans and attend project design meetings to provide input from a construction perspective.
- Coordinate and inspect permits from public and private entities that are located within the limits of assigned construction projects.
- Review proposed permits for compliance with MDOT best practices, Standard Plans, and Standard Specifications, and advise Oakland TSC permit agents accordingly.
- Assist in setting up of maintaining traffic plans and special provisions.
- Assist in inspection and coordination of maintenance work by the counties and private contractors.
- 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.

Routine, complex technical decisions necessary to carry out the mission of the department. Confers with the contractor to determine inspection, testing and survey needs, methods of operation, scheduling and quantities completed. Prompt and courteous consideration to problems and inquiries of property owners and motoring public.

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

When there is a deviation from an established procedure or when new situations arise which have not been dealt with before. Those which result in substantial cost. Those which alter work items schedules, staging, or have effect on third parties.

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.

Field work includes exposure to construction hazards, noise, dirt, concrete materials and requires the ability to work in confined spaces, traverse irregular and/or steep terrain, work in and around high-speed traffic, and from high structures (utilizing aerial equipment) in all weather conditions. May be required to travel to various projects within the region, including overnight stays. Ability to transport items weighing up to 50lbs. Ability to safely and properly use hazardous chemicals (storage of containers, applications requiring safety equipment respirators, hearing and eye protection, rubber gloves and protective clothing). This position requires 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
THOMPSON, JEFFREY R	TRANSPORTATION TECHNICIAN-E E10	GOSS, TANNER D	TRANSPORTATION TECHNICIAN-E 8
TRESNAK, JACOB P	TRANSPORTATION TECHNICIAN-E E10	RECKLING, MICHAEL J	TRANSPORTATION TECHNICIAN-E E10

KAUFMAN, JACOB	TRANSPORTATION TECHNICIAN-E E10	BABALOLA, TOSIN A	TRANSPORTATION TECHNICIAN-E E10
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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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 lead worker at the Oakland TSC. This position participates in a full range of duties associated with field inspection, material testing, surveying/data collection, and project documentation for construction of highways, bridges and associated transportation facilities using the current construction documentation system and eConstruction delivery methods, ensures construction contracts are constructed in accordance with the plans, specifications, and related contract documents and performs engineering technical support activities, including material testing, inspection, surveying, and other related office tech functions.

This position requires possession of a valid driver's license to perform regular 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?

Provides customer service to the public by providing quality assurance for highway, bridge and associated transportation facility construction projects and permits. Ensures the contractor is fulfilling all contract requirements.

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

EDUCATION:

Possession of an Associate's degree in concrete technology, civil technology, construction technology, surveying technology, construction management, mathematics, or computer science.

EXPERIENCE:

Transportation Technician 11

Three years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician E10.

Alternate Education and Experience

Transportation Technician 8 - 12

Possession of a Bachelor's degree or higher in an Applied Science or Science with 16 semester hours (24 term) credits in job specific or related course work qualifies for the Transportation Technician E10 level.

OR

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction

management, engineering, or mathematics may be substituted for the associate's degree.

OR

Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic may be substituted for the Associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and one year of technician level field experience may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and three years experience equivalent to a Transportation Maintenance Worker 9 may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and two years experience equivalent to an Engineering Assistant may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and completion of 16 semester (24 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the Associate's degree.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Proper use of surveying/testing equipment.
- Safety practices.
- Terminology.
- Computer input forms.
- Proper formatting of data.

Skill in:

- Mathematics.
- Computers.

Ability to:

- Compute areas/volumes.
- Communicate effectively.
- Maintain favorable public relations and exercise tact/diplomacy dealing with public/employees/contractors.
- Use computer programs.
- Work under extreme weather and environmental conditions.
- Conduct tests and field investigations to ensure construction materials conform with specifications.
- Read/interpret design/construction plans/specifications.
- Maintain records.
- Prepare reports.
- Understand/carry out detailed, technical instructions.
- Operate testing equipment.
- Perform physical aspects of position.
- Explain instructions/guidelines.
- Determine work priorities and assign work.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of current certifications in Storm Water Operator and Soil Erosion and Sedimentation Control or possession within one year of appointment to position.
- Possession of current certifications in concrete, Hot Mix Asphalt (HMA), density and office technician or possession within one year of appointment to 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

8/6/2025

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