

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

Position Code 1. TRNSTCHAA45R

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
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-A	10. Division Metro Region
5. Working Title (What the agency calls the position) Construction Field Inspector - Lead Worker	11. Section Macomb TSC
6. Name and Position Code Description of Direct Supervisor GALINDO, STEPHEN; ENGINEER MANAGER LICENSED-3	12. Unit Delivery
7. Name and Position Code Description of Second Level Supervisor BUCKNER, DREW L; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 26170 21 Mile Rd, Chesterfield, MI 48051 / M-F 7 am - 3:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as a lead worker for the Macomb Transportation Service Center (TSC). This position participates in a full range of duties associated with field inspection, surveying, and project documentation for construction of highways, bridges, and transportation facilities using the Michigan Department of Transportation's (MDOT) paperless construction process (e-construction), ensures construction contracts are constructed in accordance with the plans, specifications and related contract documents and performs engineering technical support activities, including materials testing, inspection, compliance and surveying work as required.

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: 55

As a lead worker, oversee the work of Transportation Technicians 8-E10 and Transportation Aides (Interns).

Individual tasks related to the duty:

- Oversee Transportation Technician 8-E10's and Transportation Aides (Interns) in various functions of inspection, survey, and office duties.
- Assist Construction Engineer in scheduling assignments and overtime, establishing work priorities, coordinating activities, and resolving work related problems.
- Coordinate daily activity needs with contractors.
- Review, train, and provide guidance in the work of Transportation Technicians 8-E10 and Transportation Aides (Interns).
- Participate in and oversee inspection of office construction activities.

Duty 2

General Summary:

Percentage: 30

Serve as a lead worker in construction engineering activities on construction contracts administered by MDOT. Provide quality assurance inspection testing. Perform survey duties on projects as required. Serve as a contact point for consultant oversight construction contracts.

Individual tasks related to the duty:

- Oversee all phases of construction, inspection, project documentation, and closing out projects by ensuring the requirements of the 40-point project close checklist and Pavement Historical Database (PHD) are met.
- Perform gradation testing, material weighing, and inspection on such construction items as tree and stump removal, culverts, sewers and drainage structures, shaping and depth of aggregate base or surface course, placement of guardrail, sodding and seeding, erosion control, and pavement patching.
- Inspect placement of traffic signs, barricades, and flag people for safe flow of traffic through construction areas.
- Inspect grade preparation for bituminous/concrete paving.
- Check tested materials and pay quantities in preparation for posting of payments.
- Perform instrument work such as beginning and advanced Rodman, final measurement of construction items, set grades, stake fences, guardrail, and clearing limits.
- Perform various tests on concrete/bituminous paving materials to ensure quality control specifications.
- Office technician work such as review and make out daily reports, plans, proposals, specifications, construction manuals, and contract documents; set, reduce, and check field books; plot cross-sections; compute areas and volumes; prepare field books and sketches for land clearing; set and maintain engineering file systems; and make contractor payments.
- Prepare field book data and sketches for drainage structures, earthwork and grades, curb and gutter, sewage facilities, utilities relocation, and rest area facilities.
- Provide guidance to resolve work related issues for consultant oversight construction projects as warranted.
- Communicate frequently with the Southeast Michigan Transportation Operations Center (SEMTOC) to inform of active lane closures and project impacts to traffic.

Duty 3

General Summary:

Percentage: 10

Lead the effort to perform surveying 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 for contractor payment purposes and project compliance utilizing Global Positioning Systems (GPS).
- Gather horizontal and vertical information during construction to aid in the development of accurate As Built construction plans and digital As Built files utilizing Total Station, GPS or Geopak.
- Participate in quality assurance of Automated Machine Guidance for earthwork and paving.
- Train Transportation Technician 8-E10's in the horizontal and vertical alignment layout and the use of surveying equipment to map and document work completed by the contractor in the field.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist in the scoping of highway and bridge projects.
- Attend project design meetings and provide input.
- Coordinate and inspect permits from public and private entities that are located within the limits of active construction projects.
- Review proposed permits for compliance with MDOT best practices, standard plans, and standard specifications. Advise Macomb TSC permit agent accordingly.
- 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. Work with contractors to resolve problems as needed on ongoing construction projects. to determine inspection and survey needs, methods of operation, scheduling and quantities completed. Prompt and courteous consideration of problems and inquiries of property owners and the motoring public. Solve construction problems and related paperwork questions based upon specifications, manuals, and other documents.

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 costs. 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 and 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). 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>
DELESPRITUSANTO, ARTHUR	TRANSPORTATION TECHNICIAN-E E10	YOUNG, LYLE	TRANSPORTATION TECHNICIAN-E E10
HICKS, KIMBERLEY J	TRANSPORTATION TECHNICIAN-E E10	KUE, XIONG	TRANSPORTATION TECHNICIAN-E E10

KUE, BOBBY	TRANSPORTATION TECHNICIAN-E E10	YANG, BYE	TRANSPORTATION TECHNICIAN-E E10
CRUMM, JOHN T	TRANSPORTATION TECHNICIAN-E 9		
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 functions as a lead worker for the Macomb TSC. This position participates in a full range of duties associated with field inspection, surveying, and project documentation for construction of highways, bridges, and transportation facilities using MDOT paperless construction process (e-construction), ensures construction contracts are constructed in accordance with the plans, specifications and related contract documents and performs engineering technical support activities, including materials testing, inspection, ,compliance and surveying work as required.

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 road and bridge construction projects and permits. Ensures the contractor hired by MDOT 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), and density 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

5/23/2025

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