

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

<b>Position Code</b>
1. TRNSTCHAB48R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION TECHNICIAN-A	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Utilities and Permit Technician	<b>11. Section</b> Detroit TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> ROSE, JUSTIN P; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Operations - Utility Permits
<b>7. Name and Position Code Description of Second Level Supervisor</b> WILCOX, ANDREA L; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 1060 W Fort Street, Detroit MI / M-F 7:30 - 4:30 (hours & days may vary)

**14. General Summary of Function/Purpose of Position**

This position functions as a recognized resource for Utilities and Permits Technician for the Detroit Transportation Service Center (TSC). Duties include the review of utility applications, preliminary commercial and residential site plans, final drafts, various types of permit requests for work within the highway right of way (ROW), and coordinates details leading to the issuance or denial of construction permits. This position also assists customers in completing the application process and provide good customer service to the applicants.

Position requires possession of a valid driver's license to attend meetings and perform field reviews and inspections.

**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: 35**

Serve as the recognized resource Utility and Permit Technician performing permit reviews of construction work occurring in or adjacent to the Michigan Department of Transportation (MDOT) ROW.

This duty requires possession of a valid driver's license to attend meetings.

**Individual tasks related to the duty:**

- Review plans and drawings submitted by private individuals, public utilities and municipalities for construction work within the highway ROW for the Detroit TSC (DTSC) service area, and route plans to various MDOT units for review.
- Review and interpret permit requests, plans, specifications and other technical data submitted by architects and consulting engineers for commercial developments and subdivisions along state highway system for conformance with MDOT standards, specifications and permit policies. Following this review this position may meet with and discuss the plan with the applicant or representative and recommend changes to the plans and specifications or request additional information. This review is necessary to ensure compliance with Public Act 200 of Acts of 1969 and the Highway Advertising Act 106 or 1972. Some of the concerns for which plans are reviewed include, but are not limited to drainage, proper sight distances along the trunkline at driveways, proper driveway geometrics and proper construction methods and materials. Findings are reviewed with the TSC Operations Engineer and Utilities and Permit Engineer as applicable for uniform application of standards.
- Interact with public, private consultant engineering firms, law enforcement agencies, municipalities, state and local officials and other MDOT stakeholders daily concerning permit issues. Draft written correspondence as necessary to communicate requirements and document events related to permit and traffic issues.

**Duty 2**

**General Summary:**

**Percentage: 30**

Serve as the recognized resource Utility and Permit Technician, recommend permits for approval, issue advanced notices and facilitate record management.

**Individual tasks related to the duty:**

- Log permit applications, compute fees, maintain files and ensure that surety bond and insurance requirements are met before recommending construction permits for issuance.
- Review all revised plans to ensure that all comments have been incorporated before the permit is ready for issuance.
- Keep records on issued permits. Update all computer software (e.g., Construction Permit System (CPS), Michigan Transport Routing and Internet Permitting System (MiTRIP), etc.) for permit tracking.
- Create and maintain files for issued permits and archived permits.
- Close the file after acceptance of construction permit work and send to Lansing for long-term storage.

**Duty 3**

**General Summary:**

**Percentage: 15**

Perform field reviews and inspection for DTSC construction permit work.

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

**Individual tasks related to the duty:**

- Conduct field reviews to verify the accuracy and completeness of plans submitted by utility companies, municipalities and private entities for construction within the highway ROW for the DTSC service area.
- Review findings with the DTSC Operations Engineer and DTSC Utilities and Permits Engineer as applicable.
- Work in cooperation with the Detroit Transportation Maintenance Coordinator (TMC) to conduct inspection of utility company/agency work and private construction within the highway ROW in the DTSC service area. Provide guidance to the DTSC TMC and contract agency in MDOT construction permit policies and procedures.

**Duty 4**

**General Summary:**

**Percentage: 10**

Assist clerical staff in the issuance of transport permits.

**Individual tasks related to the duty:**

- Provide backup support to issue permits for oversized and overweight loads. Provide transport process information and assistance to applicants. Enter data into the transport permit program.
- Assist the DTSC Traffic-Safety and Traffic Operations staff in review of construction traffic operations and signing, driveway layout and geometric design, final signing, temporary and/or permanent pavement marking and use of other electronic devices related to proposed permit construction work within the highway ROW for conformance with MDOT standards and specifications and the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- Assist the Region and TSC Utilities and Permits staff in addressing external and internal customer inquiries related to status of new and existing advertising permits, permit expiration and interpretation/requirements specified in Highway Advertising Act 106 of 1972.
- Assist the Region and DTSC Utilities and Permits staff in administration of region-wide contracts for outdoor advertising control field services.
- Assist the DTSC Construction staff in resolving construction permit issues on both current and future MDOT construction projects.

**Duty 5****General Summary:****Percentage: 10**

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

**Individual tasks related to the duty:**

- Build and maintain positive relationships between MDOT and external stakeholders, including utility owners, permit customers, local communities and the consultant industry.
- Represent the DTSC and the Department at various meetings.
- Actively participate in the Region Utilities and Permits business team and implement process improvements.
- 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 frequently meets with applicants in the absence of a supervisor. Consequently, a great deal of independent judgment must be exercised. The areas of independent judgement are often required early in the permit review process, when applicants are looking for guidance in the preparation of plans. This position is required to provide MDOT's customers with a positive experience on all customer transactions.

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

Decisions which may be politically sensitive in nature or when a decision is required which surpasses TSC authority. All public safety and public relations issues are communicated upward to keep the supervisor informed.

Drainage reviews are handled by the DTSC Utilities and Permits Engineer because the solutions are often more complex. Although these reviews are performed by the engineer, this position must still have a general understanding of the requirements and is expected to make recommendations.

All potential issues that have the possibility of becoming a major department or region issue.

**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.**

May require extensive use of a computer and remaining in a stationary position for extended periods of time. Periodic inspection or investigation of construction activity/sites requires the ability to traverse various terrains and highway structures in all weather conditions and around heavy volumes of traffic. Ability to transport items up to 20 lbs. Travel is

required for meetings, inspections and field reviews. 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.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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 recognized resource for Utilities and Permits Technician for the Detroit TSC. Duties include the review of utility applications, preliminary commercial and residential site plans, final drafts, various types of permit requests for work within the highway ROW, and coordinates details leading to the issuance or denial of construction permits. This position also assists customers in completing the application process and provide good customer service to the applicants.

Position requires possession of a valid driver's license to attend meetings and perform field reviews and inspections.

**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 Detroit TSC manages the transportation system for the cities of Detroit, Hamtramck, Harper Woods and the Grosse Pointe cities, providing customer service to the public, business agencies, and municipalities. This includes issuing permits, administering maintenance activities, resolving complex traffic and safety issues, developing and maintaining traffic plans, designing road and bridge projects, coordinating construction projects, and evaluating road and bridge facilities within the TSC area. This position reviews permit applications and issues permits to construct, operate, or use and/or maintain facilities within the ROW, and perform inspections.

**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:

- Principles and practices of transportation engineering.
- Department construction requirements, standard plans and administrative rules.
- Motor vehicle code.
- Department policies and procedures.

Ability to:

- Communicate effectively.
- Work with minimal supervision.
- Make effective decisions quickly.
- Read and interpret plans.

Skill in:

- Team building.
- Negotiation.
- Facilitation.
- Leadership.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

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

---

2/5/2026

---

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