

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. TRNSTCHAC07R

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 Operations
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-A	10. Division University Region
5. Working Title (What the agency calls the position) Transportation Technician 11 Permits	11. Section Brighton TSC
6. Name and Position Code Description of Direct Supervisor HEIDELBERG, CRAIG; ENGINEER MANAGER LICENSED-3	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor SWEENEY, MARK; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 10321 E. Grand River, STE. 500, Brighton 48116 / 7:30-4:30 Mon-Fri (Hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource administering the Brighton Transportation Service Center (TSC) permit program to comply with Public Act 200 of 1969, as amended, commonly known as the Driveways, Banners and Parades Act. This position functions as a recognized resource completing technical and para-professional engineering duties to administer the permit program. Duties of this position include, but are not limited to, administering the Adopt-A-Highway Program, Adopt-A-Landscape Program, Billboard Vegetation Removal Program, reviewing, issuing and tracking commercial and residential driveway permits, performing field inspections of permit work, monitoring work zone traffic, checking materials testing, preparing agreements, maintaining files and computer data bases.

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: 60

Serve as the recognized resource, review and process driveway and construction permit applications for the Brighton TSC area.

Individual tasks related to the duty:

- Provide independent review of permits and coordinate the timely review of permits by Brighton TSC engineering staff for all types of trunkline permitted activities.
- Review plans for conformance with MDOT standards, specifications and permit policies, including drainage, sight distance, geometrics, traffic control, construction methods and materials. If plans aren't in conformance, comment accordingly to ensure plans are revised.
- Maintain and organize permit files including: confirming insurance and bonding requirements, tracking the status of permit reviews, receiving and depositing application and inspection fees, issuing and tracking violation notices, close out of completed permits, entering permit information into Construction Permit System (CPS) and final archive of files to the records center.
- Provide inspection during and after construction to verify that the work was completed in accordance with the construction documents. This inspection would also include monitoring work zone traffic and checking materials testing. If contractor's work is not in compliance, notify them of the issue to be corrected.

Duty 2

General Summary:

Percentage: 30

Review and process other permit applications for the Brighton TSC area.

Individual tasks related to the duty:

- Administer the Adopt-a-Highway program for the Brighton TSC, including: screen and review new permit applications, review and approve locations, coordinate distribution of materials and supplies, coordinate maintenance forces for pick-up and provide information to Lansing staff regarding the Brighton TSC Adopt-a-Highway program.
- Administer the vegetation removal for billboard permits for the Brighton TSC, including; review of the permit submittal to ensure all applicable forms and information are provided, as required per Public Acts 567 and 568 of 2006, verify billboard legality, review billboard location in relation to the vegetation survey, coordinate the vegetation removal plan, provide mitigation requirements and identify the potential for endangered species or archaeological concerns.
- Process other miscellaneous permit applications.

Duty 3

General Summary:

Percentage: 10

Other miscellaneous duties as needed

Individual tasks related to the duty:

- Coordinate the Adopt-A-Landscape program.
- 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.

- Those based on past precedent, similar situations or past experience.
- Those in situations where procedures and methods are covered in the manuals, specifications, plans, notes, etc.
- Whenever applicable, identify, recommend and implement improvements in the work methods used in this position.
- Those affected may be co-workers, the public, local agencies or municipalities.

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

- When there is a need for interpretation of department guidelines, policies or procedures.
- When existing policy is unclear.
- When a decision may be required from the executive level; personnel matters; assistance in mitigating controversies; revision of a program schedule.
- Unique situations with no precedent.

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.

Ability to traverse uneven terrain including roadway slopes during grade inspections, various highway and bridge structures and in and out of traffic in all weather conditions. Transporting up to 20 pounds. Position requires extensive use of a computer. Overnight stays may be required. 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"/> 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?

Yes

23. What are the essential functions of this position?

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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 Brighton TSC covers a three county area which provides customer service to the public, contract counties, business agencies and municipalities. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluation and inspection of traffic control for transportation projects in the Brighton TSC.

This position is in active participant in the success of all these functions.

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:

- Engineering principles and practices.
- Application and enforcement of highway standards, specifications and construction methods.
- Highway right-of-way laws and regulations.

Skills:

- Good mathematical skills.

Ability to:

- Apply current standards and policies and procedures.
- Maintain records and prepare reports.
- Interpret design & construction plans & specifications.
- Communicate with others effectively.
- Prepare various technical documents.
- Maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

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.

N/A

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

LOGAN BRISTOL

5/1/2025

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