

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

<b>Position Code</b>
1. TRNSTCHAC51R

## 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> Highways
<b>4. Civil Service Position Code Description</b> TRANSPORTATION TECHNICIAN-A	<b>10. Division</b> Superior Region
<b>5. Working Title (What the agency calls the position)</b> Office Technician	<b>11. Section</b> Newberry Transportation Service Center
<b>6. Name and Position Code Description of Direct Supervisor</b> GUSTAFSON, DAWN D; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Construction
<b>7. Name and Position Code Description of Second Level Supervisor</b> GUSTAFSON, DAWN D; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 14113 State Hwy M28, Newberry MI 49920 / M-F 7:30 to 4:30 pm (hours may vary)

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

This position serves as the recognized resource Office Technician assisting the Transportation Service Center (TSC) Construction Engineer with the most complex duties in the administration, oversight, and close-out of all Michigan Department of Transportation (MDOT) projects utilizing office technician requirements. Lead this effort, and share concepts and knowledge with other technicians, to ensure full implementation of e-construction and future e-project goals. Provide quality assurance, resolve problems, and answer questions regarding standard construction methods and practices to ensure all MDOT and Federal Highway Administration (FHWA) requirements are adhered to throughout the construction. Work with and act as a resource person for consultants to coordinate the closeout of federally funded projects. Oversee Contractor Wage Compliance. Work assignments may also include assisting in the full range of duties in all areas of inspection, surveying, and office work on construction of highways, bridges, and allied transportation facilities. Review work assignments, determine priorities, and train employees. Monitor, maintain, adjust, and document all work zone operations.

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

**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**

Serve as the TSC recognized resource responsible for the full range of complex office technician duties for project documentation, payment management, and record retention necessary utilizing Field Manager/Field Book/AASHTOWARE, Web Transport, ProjectWise, and e-construction file management for MDOT and consultant oversight projects.

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

**Individual tasks related to the duty:**

- Manage the construction project file system with AASHTOWare and ProjectWise and/or other current construction documentation systems and eConstruction delivery methods from project start through final project closeout.
- Share concepts and knowledge with other staff (Office, Region, Lansing) to ensure full implementation of e-construction and future e-project goals.
- Train technicians in the use of e-construction.
- Ensure project close out timelines are met and projects are closed out within 120 calendar days.
- Solve problems with the filing system.
- Prepare construction reports (e.g., progress reports, estimates, work orders, contract modifications, contractor evaluations, and FHWA 1365 forms) when applicable.
- Oversee maintenance of project files and records supporting contractor payment and quality of work.
- Perform quality assurance/quality control (QA/QC) on Daily Work Reports (DWR) for all technicians.
- Review contract modification and provide TSC Construction Engineer with recommendations.
- Coordinate interim and final project record reviews.
- Facilitate the project closeout and prepare the final estimate package.
- Facilitate upgrades with Field Manager/Book and American Association of State Highway and Transportation Officials (AASHTO) with construction staff.
- Facilitate contractor submittals from the initial "submitted" state in ProjectWise to "review in progress". Track submittals through comments, revisions, and ultimately to the "approved" state in ProjectWise.

**Duty 2**

**General Summary:**

**Percentage: 20**

Determine priorities and meet project documentation requirements.

**Individual tasks related to the duty:**

- Review all field and office paperwork for completeness. If incomplete, report to the Construction Engineer and the Transportation Technician 12.
- Prepare construction reports/progress reports, estimates, work orders, contract modifications, contractor evaluations, and recommendations.
- Verify or determine final project quantities.
- Perform QA/QC on DWRs for other technicians.
- Attend pre-construction meetings; plan review meetings; Omissions, Errors, and Check (OEC) meetings; and utility meetings.
- Lead and train technicians.
- Assist local governmental units in proper documentation requirements.
- Work with consultant inspection staff to ensure MDOT guidelines are met.
- Complete consultant inspection documentation form.
- Review and update the quarterly Finals Project Review Report.
- Ensure MDOT form 4109 Commercial Useful Function (CUF) Project Site Review is completed on projects with Disadvantaged Business Enterprise (DBE).

**Duty 3**

**General Summary:****Percentage:** 10

Wage Compliance.

**Individual tasks related to the duty:**

- Review contractor's Certified Payroll utilizing the most current method including Labor Compliance and Certified Payroll (LCP) Tracker.
- Compare Certified Payroll to wage rate interviews and DWRs to ensure resources are properly utilized.
- Verify Contractor Wage Rate compliance. Review and complete wage rate interviews for Construction Engineer's Signature to ensure that Contractor's employees are properly paid.
- Assist other inspectors to ensure wage compliance is being met and that contractors are correctly posting Bulletin Boards.
- Attend trainings to ensure proper certifications are met.
- Provide notification to contractor's when wage compliance is not met and provide follow up notifications, including, but not limited to, withholding payment as detailed by guidelines.
- Review MDOT form 2124A Prime Contractor Bi-weekly Statement of Subcontractor/Supplier Payments in MDOT Employees Reporting System (MERS) in comparison with work performed and estimates.
- Report hazardous conditions to the supervisor. Assist in implementing a "Safety First" culture within the office.

**Duty 4****General Summary:****Percentage:** 10

Assist with construction inspection and testing.

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

**Individual tasks related to the duty:**

- Perform inspection and testing on TSC construction projects as needed to supplement personnel short falls. Includes all areas of inspection and testing including, but not limited to, hot mix asphalt, concrete, storm sewer, culverts, earth excavation, surveying, guardrail, subbase, aggregate base, watermain, bridge inspection, demolition, traffic and safety, and other aspects of road/bridge construction and documentation required for construction oversight.
- Comply with MDOT's personal protective equipment policy.

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

Assist and support other areas of MDOT as necessary.

**Individual tasks related to the duty:**

- Assist and support other areas of MDOT as necessary.
- Conduct field pick up including measuring and survey tasks as appropriate.
- Assist in data collection such as: Pavement Surface Evaluation and Rating (PASER) reviews and Pavement Historical Database (PHD).
- Oversee and review MDOT consultant inspection of contract work.
- Conduct searches and assist in responding to Freedom of Information Act (FOIA) requests by researching as-built or other project information.
- Assist in the development of in-house project designs and scoping/budgeting by developing log of projects, calculating quantities, developing and running estimates, and packaging projects for turn-in.
- Assist with stakeholder engagement during development of Maintenance of Traffic by initiating contact with businesses and major entities within the project limits. Maintain stakeholder contact information and assist with public engagement efforts.
- Assist in the development of new Scopes of Work and project selection processes based on maintenance records and inputs. Track scoping information to make sure it gets included in the final document and coordinate with Maintenance work plans in the corridors. This includes searching historical records to find the appropriate old plans.
- Assist in the coordination of Utilities and Permit from project conception to construction close out. This includes reviewing, processing, and inspecting permits in addition to reviewing plans and conducting field visits/meetings.
- 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.**

Make independent decisions based on existing policy, guidelines, and contract documents. If area of question is not covered, this position would make a recommendation to the engineer responsible for the work.

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

Where resolution of a situation is not covered by existing policy, guidelines, or contract documents.

**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.**

A combination of indoor and outdoor work under various construction conditions. Frequent exposure to weather, traffic, construction equipment, noise, dirt, etc. On occasion, subject to meeting construction deadlines. Must be able to transport up to 60 pounds. Traversing slopes, grades, and uneven terrain some of the time. Subject to climbing moderate heights on

bridges or descending into confined spaces occasionally which may require wearing a respirator. Some irregular hours to meet contractor schedules. Some pressure to meet deadlines. 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 serves as the recognized resource Office Technician assisting the TSC Construction Engineer with the most complex duties in the administration, oversight, and close-out of all MDOT projects utilizing office technician requirements. Lead this effort, and share concepts and knowledge with other technicians, to ensure full implementation of e-construction and future e-project goals. Provide quality assurance, resolve problems, and answer questions regarding standard construction methods and practices to ensure all MDOT and FHWA requirements are adhered to throughout the construction. Work with and act as a resource person for consultants to coordinate the closeout of federally funded projects. Oversee Contractor Wage Compliance. Work assignments may also include assisting in the full range of duties in all areas of inspection, surveying, and office work on construction of highways, bridges, and allied transportation facilities. Review work assignments, determine priorities, and train employees. Monitor, maintain, adjust, and document all work zone operations.

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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 function of the work area is to provide guidance to the contractors and consultants constructing road and bridge projects on the state trunkline, maintain project documentation in accordance with MDOT and FHWA requirements, and ensure quality control. Position works directly with TSC construction staff to keep projects moving, documented, and on schedule.

**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:**

Ability to:

- Communicate effectively.
- Maintain favorable public and employee relations.
- Problem solve.
- Organize and prioritize work to meet tight/multiple deadlines.

Knowledge of:

- The documentation of project records.
- Surveys.
- Inspection techniques.
- Safety practices.
- Training techniques.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position. Possession of Computerized office Technician Certification or possession within 6 months of hire into the position and must maintain throughout employment in the position. Possession of at least one of the four industry certifications (Bituminous (Hot Mix), Concrete, Density Testing, Aggregate) is preferred.

***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

2/2/2026

\_\_\_\_\_  
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