

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

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|-----------------------------------------|
| <b>Position Code</b><br>1. TRNSTCHAD10R |
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## 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><br>TRANSPORTATION CENTRAL OFFICE                                                                                    |
| <b>3. Employee Identification Number</b>                                                                               | <b>9. Bureau (Institution, Board, or Commission)</b><br>Highways                                                                                |
| <b>4. Civil Service Position Code Description</b><br>TRANSPORTATION TECHNICIAN-A                                       | <b>10. Division</b><br>Superior Region                                                                                                          |
| <b>5. Working Title (What the agency calls the position)</b><br>Transportation Technician 11                           | <b>11. Section</b><br>Crystal Falls Transportation Service Center                                                                               |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>CADEAU, STEVEN J; ENGINEER MANAGER LICENSED-3     | <b>12. Unit</b><br>Construction                                                                                                                 |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>KARI, DANIEL M; ENGINEER MANAGER LICENSED-4 | <b>13. Work Location (City and Address)/Hours of Work</b><br>120 Tobin Alpha Rd., Crystal Falls, MI 49920 / 7:00 am to 4:00 pm (hours may vary) |

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

This position serves as a senior construction inspector overseeing multiple activities on complex projects as well as overseeing and assigning work to subordinate technicians and interns. Participate in the full range of duties in all areas of staking, inspection, surveying, office work and design, construction and maintenance of highways, and construction of bridges. Assign and review work, assignments, determine priorities, and train employees.

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: 45**

Participate, oversee, and coordinate construction and quality control inspections for complex project activities. Coordinate staffing and scheduling of activities (testing and sampling); make decisions regarding changes that affect scheduling activity such as contractors operations, weather, and other controlling factors; negotiate pricing of activity and materials, track overall project (includes multiple activities); review plans; and maintain and oversee test data results on individual activity and enter into file system; notify staff of test results; prepare documentation for claim meetings. This duty requires possession of a valid driver's license to perform regular field inspections and reviews.

##### **Individual tasks related to the duty:**

- Assign work tasks to ensure that all required testing inspection and documentation is accomplished.
- Oversee the completion of tasks.
- Provide training on proper test procedures and correct documentation.
- Ensure project work zones meet safety requirements and take actions to correct unsafe conditions.
- Ensure that inspection and testing is completed efficiently. Perform testing and inspection when needed.
- Oversee and coordinate the inspection and testing performed by consultants and contractors.
- Ensure that testing inspection and documentation meets contract requirements. This includes work pertaining to pay items, National Pollution Discharge Elimination System (NPDES), traffic control and contractor operations.
- Review testing frequencies and procedures.
- Ensure contractor and consultant employees have appropriate certifications.
- Coordinate, perform, or oversee quality assurance testing.
- Compile and review project documentation for accuracy and completeness.
- Review and assist with the preparation of Daily Work Reports (DWRs), quantity calculations, and estimates.
- Review and prepare calculations and recommendations for pay estimates.
- Review documentation of tested and certified materials.
- Assist Construction Engineer in scheduling work assignments to ensure all requirements are accomplished for finalizing out construction project files within time limits specified by current region policy.

#### **Duty 2**

##### **General Summary:**

**Percentage: 15**

Lead and conduct construction related meetings to assess project status. Assist with public meetings addressing questions and concerns. Address on site property owners concerns directly and report up to the Senior Engineer. Schedule consultants for as needed inspection, testing, and surveying. Resolve shortcomings and suggest an approach to resolve to the Senior Engineer. This duty requires possession of a valid driver's license to perform on site reviews.

##### **Individual tasks related to the duty:**

- Attend and lead meetings and participate in planning work assignments to ensure data collection and staking requirements are accomplished to meet the contractor's schedule.
- Assist with public meetings addressing questions and concerns.
- Lead and train other technicians in performing staking and grade checking operations for all phases of data collection, layout, and measurement of quantities.
- Provide oversight and training as necessary to provide project staking.
- Provide sufficient oversight and verification of contractor or consultant project staking to identify problems. Notify the Construction Engineer of discrepancies.
- Oversee timely, accurate completion of final cross-sections for final pay estimates.

#### **Duty 3**

##### **General Summary:**

**Percentage: 15**

Resolve escalated conflicts with public, between multiple contractors, or business owners by researching rules, regulations, guidelines, specifications, and requirements for issues that affect many operations. Keep the Engineer apprised of all issues. Make recommendations and provide options to resolve conflicts to meet the needs of the public, contractors, or business owners and department needs through regulations and compliance requirements.

**Individual tasks related to the duty:**

- Resolve project related issues by coordinating with contractors, consultants, utilities, local governments, residents, law enforcement agencies, and motorists.
- Ensure proper documentation is collected at the time a contractor conflict is ensuing.
- Assist project office with project notifications as included in department communication plans.
- Resolve utility, permit, and drainage issues.
- Ensure project work is in accordance with all environmental permits.
- Resolve issues with property owners.
- Inform Construction Engineer of any critical issues in a timely manner.
- Observe contractor traffic control and ensure compliance with contract requirements. Attend preconstruction and progress meetings.
- Assist in preparation and review maintaining traffic and staging plans.
- Coordinate work assignments on multiple projects.
- Schedule consultants for as needed inspection, testing, and surveying.
- Coordinate independent assurance testing and quality assurance testing.
- Review office technicians work for accuracy and completeness.

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

Assist the Construction Engineer and Assistant Construction Engineer in assigning work.

**Individual tasks related to the duty:**

- Assign work for crew members consisting of department and consultant employees, which are cost effective and efficient.
- Ensure crew is provided with proper resources to efficiently perform work to include personnel, equipment, and vehicles.
- Make overtime assignments upon approval of the Construction Engineer.
- Review overtime balancing reports to ensure assignment meets department policies.
- Review assignments for timeliness, accuracy, and completeness.
- Instruct technicians when correct procedures are not followed.
- Notify supervisor of attendance and performance problems.
- Coordinate with other technicians and supervisors to discuss resource needs.
- Perform formal training when requested.
- Observe safety practices of assigned technicians to ensure compliance with department policies.
- Ensure safety equipment is provided to and used by technicians.
- Ensure assigned technicians are completely trained in all safety aspects of the work.
- Ensure that assigned team members correctly submit time reports.
- Assist in review of time reports and travel expense vouchers.

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

Monitor, maintain, adjust, and document all work zone operations.

**Individual tasks related to the duty:**

- Review the Maintaining Traffic Special Provision to ensure that it is followed as stated in the contract. Monitor the temporary traffic control plan and if it fails to perform make recommendations to the Engineer to improve the traffic flow.
- Assist the Engineer in working with the contractor to develop, monitor, adjust, and document an internal traffic control plan to minimize delay and improve work zone safety.
- Inform the Engineer when lane closures exceed time restrictions in the Special Provision.
- Ensure adherence to MDOT's Accident Prevention Plan.
- Report hazardous conditions to the supervisor. Comply with MDOT's personal protective equipment policy.

**Duty 6****General Summary:****Percentage: 5**

Perform other duties as assigned.

**Individual tasks related to the duty:**

- 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.**

Decisions made as per past practice or if safety is a concern.

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

Any changes from contracts, plans or past practice.

**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.**

Work is required in field locations and may require movement from one location to another, as well as exposure to working along busy highways and adverse weather conditions. Some jobs require work on high structures; exposure to hazardous work environments, travel, and work in tunnel and crawl spaces. The job duties require bending and reaching for extended periods of time, bending or stooping in confined spaces, climbing ladders, walking for extended periods of time, working under stressful conditions, and moving heavy objects. 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"/> 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?**

This position serves as a senior construction inspector overseeing multiple activities on complex projects as well as overseeing and assigning work to subordinate technicians and interns. Participate in the full range of duties in all areas of staking, inspection, surveying, office work and design, construction and maintenance of highways, and construction of bridges. Assign and review work, assignments, determine priorities, and train employees.

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?**

Perform field engineering, surveying oversight and quality assurance checks, inspection and documentation for highway construction projects and allied activities.

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

**EDUCATION:**

Possession of an associate 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 education requirement.

OR

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

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 education requirement.

OR

Three years of experience equivalent to a Transportation Maintenance Worker 9, Transportation Maintenance Supervisor, or Transportation Maintenance Coordinator may be substituted for the education requirement.

OR

Current certification in bituminous (hot mix), concrete, density, or aggregate and two years of experience equivalent to an Engineering Assistant may be substituted for the education requirement.

OR

Current certification in bituminous (hot mix), concrete, density, or aggregate 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 education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to:

- communicate effectively.
- Maintain favorable public and employee relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid driver's license is required and must maintain throughout employment in the position.
- Possession of the following certifications and must maintain throughout employment in the position:
  - American Concrete Institute (ACI)/Michigan Concrete Association (MCA) Level 1 Field Testing Technician
  - Michigan Certified Aggregate Technician Level 1

- Density Certification with Radiation Safety Certification.
- Michigan Department of Environment, Great Lakes, and Energy (EGLE) Storm Water Operation Certification 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

\_\_\_\_\_  
Appointing Authority

8/27/2026

\_\_\_\_\_  
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