

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

Position Code 1. TRNSTCHAD27R

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 Metro Region
5. Working Title (What the agency calls the position) Transportation Technician 11	11. Section Oakland TSC
6. Name and Position Code Description of Direct Supervisor TRAVIS, BRIAN M; ENGINEER MANAGER LICENSED-3	12. Unit Delivery/Construction
7. Name and Position Code Description of Second Level Supervisor SWANSON, LORI; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 800 Vanguard Dr, Pontiac, MI 48341 / M-F 7am - 3:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource Office Technician assisting the Oakland Transportation Service Center (TSC) construction engineer with the most complex duties in administration, oversight, and close-out of all Michigan Department of Transportation (MDOT) projects utilizing specialized technical knowledge. This position participates in a full range of duties for road, bridge and associated transportation construction projects using the current construction documentation system and eConstruction delivery methods. Perform field inspection, material testing and surveying/data collection as required and ensure construction contracts are constructed in accordance with the plans, specifications, and related contract documents.

This position requires possession of a valid driver's license to perform 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: 80

Serve as the recognized resource performing all office technician functions required to support field construction activities.

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.
- Generate and review Daily Work Reports, including material usage and approval, pay item postings and quantities, and all other tasks associated with specification adherence.
- Confirm all required testing documents and material certifications are in place prior to generating pay estimates.
- Manage all processes required to confirm all contract requirements are met for Disadvantaged Business Enterprises (DBE) subcontracts, prompt payment, and payment of appropriate wage rates.
- Manage the final project closeout process including the completion of the 40-point project closeout checklist and assist with data entry into the Pavement Historical Database (PHD).
- Correspond with personnel employed by contractors, consultants, other MDOT offices, etc. for the purpose of reconciling project file documentation needs and/or resolving issues.
- Attend project progress meetings and other associated project meetings.
- Train technicians and seasonal employees in the use of eConstruction.

Duty 2

General Summary:

Percentage: 15

Perform construction and quality control/assurance inspection and testing activities designed to ensure that highways, bridges, and associated transportation facilities are constructed in accordance with the plans, specifications and related contract documents.

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

Individual tasks related to the duty:

- Record work completed by the contractor with the latest digital mapping tools (e.g., Total Station, Global Positioning System (GPS), Bluebeam) and address all project correspondence through the current paperless construction documentation system (e.g., ProjectWise).
- Oversee all phases of construction inspection, project documentation, and closing out projects, including but not limited to, verifying/determining final project quantities, ensuring completion of the 40-point project closeout checklist and data entry into the Pavement Historical Database (PHD).
- Monitor/inspect construction projects to maintain contract compliance. Oversee various tests on concrete, hot-mix asphalt, and other construction materials to assure quality assurance.
- Confer with personnel employed by contractors, public utilities, city/county engineering departments, or consultants regarding coordination of construction project activities.
- Resolve construction related conflicts.
- Train, oversee, direct and schedule other technicians and seasonal employees.
- Communicate frequently with Southeast Michigan Transportation Operations Center (SEMTOC) to inform of active lane closures and project impacts to traffic.

Duty 3

General Summary:

Percentage: 5

Perform other miscellaneous office work related to design, permits, traffic and maintenance of transportation systems.

Individual tasks related to the duty:

- Assist in the scoping of highway and bridge projects. Review design plans and attend project design meetings to provide input from a construction perspective.
- Coordinate and inspect permits from public and private entities that are located within the limits of assigned construction projects.
- Review proposed permits for compliance with MDOT best practices, Standard Plans, and Standard Specifications, and advise Oakland TSC permit agents accordingly.
- Assist in setting up of maintaining traffic plans and special provisions.
- Assist in inspection and coordination of maintenance work by the counties and private contractors.
- All 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. Confers with the contractor to determine inspection and survey needs, methods of operation, scheduling and quantities completed. Prompt and courteous consideration to problems and inquiries of property owners and motoring public.

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 cost. 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.

Typical duties associated with an office environment include extensive use of a computer and remaining in a stationary position for extended periods of time. 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, 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). This 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 Oakland TSC construction engineer with the most complex duties in administration, oversight, and close-out of all MDOT projects utilizing specialized technical knowledge. This position participates in a full range of duties for road, bridge and associated transportation construction projects using the current construction documentation system and eConstruction delivery methods. Perform field inspection, material testing and surveying/data collection as required and ensure construction contracts are constructed in accordance with the plans, specifications, and related contract documents.

This position requires possession of a valid driver's license to perform 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?

Provides customer service to the public by providing quality assurance for highway, bridge and associated transportation facility construction projects and permits. Ensures the contractor is fulfilling 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:

- Math.
- Proper use of equipment.
- Safety practices.
- Terminology.
- Computer input forms & proper formatting of data.
- English/metric conversion factors.

Skill in:

- Use of testing equipment.

Ability to:

- Compute areas/volumes.
- Work on high structures.
- Traverse uneven terrain.
- Communicate effectively.
- Maintain favorable public relations.
- Use computer programs.
- Transport equipment/materials.
- Work under extreme weather and environmental conditions.
- Conduct tests.
- Read/interpret design/construction plans/specifications.
- Conduct field investigations/prepare recommendations.
- Maintain records.
- Prepare reports.
- Understand/carry out detailed, technical instructions.
- Operate equipment.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of current certifications in the following or possession within one year of appointment to position and must maintain throughout employment:
 - Computerized Office Technician
 - Storm Water Operator
 - Soil Erosion and Sedimentation Control (SESC)
 - Concrete
 - Hot Mix Asphalt (HMA)
 - Density

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

10/31/2025

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