

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

<b>Position Code</b> 1. TRNSTCHEA28R
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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> 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-E	<b>10. Division</b> University Region
<b>5. Working Title (What the agency calls the position)</b> Construction Technician	<b>11. Section</b> Lansing Transportation Service Center
<b>6. Name and Position Code Description of Direct Supervisor</b> MEYER, MICHAEL J; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Lansing TSC
<b>7. Name and Position Code Description of Second Level Supervisor</b> CHELOTTI, ERIN M; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 2700 Port Lansing Road, Lansing, MI 48906 / 7:00 a.m. - 3:30 p.m., M-F (hours may vary)

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

This position participates in and oversees construction and quality control inspection activities to ensure that highways, bridges, and allied transportation facilities are constructed to the plans and specifications contained in contractual construction agreements using the current construction documentation system and eConstruction delivery methods. Review and document project records for adherence to standards. Perform engineering technical support activities, including materials testing, inspection, surveying and other related office tech functions.

**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: 50**

Perform construction and quality control inspection activities designed to ensure that highways, bridges, and allied transportation facilities are constructed to the plans and specifications contained in contractual construction agreements.

**Individual tasks related to the duty:**

- Perform inspection duties on construction projects to maintain contract compliance and adherence of standards and specifications. Duties include but are not limited to inspection of subgrade, culverts, sewers and drainage structures, aggregate base courses, hot mix asphalt and concrete pavements, bridges, turf restoration and landscaping, signing, pavement markings, soil erosion and sedimentation control and temporary traffic control inspection.
- Inspect construction projects to ensure that work is completed per specification, including sampling and material testing, ensure proper certification of materials, maintain records, prepare daily reports and project progress reports.
- Document and maintain detailed project records of construction progress/activities, including material usage and test results, for the purposes of preparing Inspector Daily Reports (IDR's) within FieldManager/FieldBook and ProjectWise or the latest eConstruction documentation systems.
- Record work completed by the contractor using the latest computer technology, mobile devices, testing equipment and digital mapping tools (Total Station and Global Positioning System (GPS)).
- Process collected digital data for measurement, payment and as-built referencing purposes.
- Perform calculations and computations and record data collected in the field using electronic forms.
- Confer with contractors, public utilities, local agencies, other Michigan Department of Transportation (MDOT) offices, and consultants for coordination of various construction project activities and conflict resolution.

**Duty 2**

**General Summary:**

**Percentage: 30**

Perform engineering technical support activities, including materials testing, inspection, and compliance. Ensure material acceptance activities are within standards and specifications. Assist with project documentation and file maintenance. Ensure right of way permit activities are performed and are completed consistently within the Transportation Service Center (TSC), Region, and Statewide.

**Individual tasks related to the duty:**

- Perform data collection, analysis, tabulation, and application of engineering data within specific work situations.
- Perform material sampling and laboratory and/or field testing of aggregates, hot mix asphalt, concrete, geotextiles, etc.
- Perform aggregate gradation testing, density testing, and concrete testing.
- Perform Independent Assurance Testing relating to all testing on federal aid projects.
- Complete required documentation for material inspection and compliance with specifications.
- Interpret, comply with and enforce applicable standards, technical literature, regulations, plans, specifications and special provisions for material sampling, testing, acceptance and certification.
- Maintain sets of drawings, test reports, work changes, vouchers, and daily reports for projects. Maintain files.
- Perform select office technician functions such as review of daily reports, plans, proposals, specifications, manuals and contract documents. Compute quantities, mark-up as-built plans, assist with set up and maintenance of the project file, perform Disadvantaged Business Enterprise (DBE) checks and wage rate interviews.
- Train seasonal and other employees as necessary.

**Duty 3**

**General Summary:**

**Percentage: 20**

Perform other miscellaneous field and office tasks related to design, permits, utility coordination, 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.
- 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.
- Operate GPS and Electronic Distance Meter (EDM) equipment to take and check measurements.
- Perform freehand sketching, lettering, pencil layouts, and ink work on engineering charts and graphs.
- 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, non-complex technical decisions necessary to carry out the mission of the department

**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.**

May be required to work extended hours (standard work schedule 8 hours per day/5 days per week) and may work nights or other altered shift hours. Requires the ability to work in confined spaces, traverse on irregular and steep terrain and/or high structures. Requires 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). Exposure to weather, traffic and construction hazards, noise, dirt, concrete and bit materials and other conditions associated with heavy construction. Requires ability to drive a motor vehicle and overnight travel may be required. Ability to transport items weighing up to 50 lbs. 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 participates in and oversees construction and quality control inspection activities to ensure that highways, bridges, and allied transportation facilities are constructed to the plans and specifications contained in contractual construction agreements using the current construction documentation system and eConstruction delivery methods. Review and document project records for adherence to standards. Perform engineering technical support activities, including materials testing, inspection, surveying and other related office tech functions.

**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 all 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 8**

No specific type or amount is required.

**Transportation Technician 9**

One year of experience equivalent to a Transportation Technician 8.

**Transportation Technician E10**

Two years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician 9.

**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 and proper formatting of data.
- English/metric conversion factors.

Skill in:

- Use of testing equipment.

Ability to:

- Compute areas/volumes.
- Work on high structures (less than 40 feet).
- Traverse uneven terrain.
- Remain in a stationary position for long periods of time.
- 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 concrete, density, aggregate, bituminous, radiation safety, storm water management-construction site, and/or soil erosion and sedimentation certifications or possession within 12 months of the date of hire into 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

5/27/2025

\_\_\_\_\_  
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