

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

Position Code 1. TRNSTCHEA34R

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) Highways
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-E	10. Division Metro Region
5. Working Title (What the agency calls the position) Transportation Technician	11. Section Oakland TSC
6. Name and Position Code Description of Direct Supervisor TRAVIS, BRIAN M; ENGINEER MANAGER LICENSED-3	12. Unit 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 Drive, Pontiac, MI 48341 / M-F 7:00 am - 3:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position inspects construction work and performs quality assurance inspection to ensure that highways, bridges, and related transportation facilities are constructed in accordance with the plans and specifications. Prepare Inspector Daily Reports (IDRs) and electronic project records using the current construction documentation system and eConstruction delivery methods to support the construction quality assurance effort. Perform engineering technical support activities, including materials sampling, testing, and perform construction work item calculations. Perform data collections using Global Positioning System (GPS) and related digital equipment to document field activities.

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

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

Inspect and provide quality assurance for contractor construction activities. Document work completed on IDRs, and provide measurements and calculations for work items completed. Ensure that all testing and material certifications associated with the work completed are in electronic file system ProjectWise and enter quantities into Field Manager through Field Book for payment to the contractor. Perform quality assurance testing on soil, concrete, Hot Mix Asphalt, and other construction materials.

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

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.
- Document and maintain detailed project records of construction progress/activities, including material usage and test results, for the purposes of preparing IDRs 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 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 sampling, testing, acceptance and certification and assist with project documentation and file maintenance.

This duty requires possession of a valid driver's license to perform materials sampling and testing.

Individual tasks related to the duty:

- Perform material sampling and laboratory and/or field testing of aggregates, hot mix asphalt, concrete, geotextiles, etc.
- Perform density testing using a Nuclear Density gauge.
- 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.
- 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 checks and wage rate interviews.
- Sample other materials and participate in or witness testing as required in MDOT's Standard Specifications, Materials Source Guide, and Quality Assurance Procedures Manual

Duty 3

General Summary:

Percentage: 15

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.
- Review proposed permits for compliance with MDOT best practices, Standard Plans, and Standard Specifications, and advise Oakland Transportation Service Center (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.

Duty 4

General Summary:

Percentage: 5

Participate with other members of the construction staff in closing out projects by completing the 40-point project closeout checklist and Pavement Historical Database (PHD).

Individual tasks related to the duty:

- Prepare required project documentation required for project close out.
- Input field data into PHD.
- 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 regarding contractor compliance with the plans, proposal, Standard Specifications, and related resource materials. The contractor and MDOT are affected by these decisions.

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.

Requires the ability to work in confined spaces, walk and climb on irregular and steep terrain and/or high structures (utilizing aerial equipment), and moving/transporting items weighing up to 50 lbs. Requires ability to safely and properly use and store hazardous chemicals (respirators, hearing and eye protection, rubber gloves and protective clothing will be required), as well as safely use Nuclear Density testing equipment. Exposure to weather, traffic, 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. 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. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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 inspects construction work and performs quality assurance inspection to ensure that highways, bridges, and related transportation facilities are constructed in accordance with the plans and specifications. Prepare IDRs and electronic project records using the current construction documentation system and eConstruction delivery methods to support the construction quality assurance effort. Perform engineering technical support activities, including materials sampling, testing, and perform construction work item calculations. Perform data collections using GPS and related digital equipment to document field activities.

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

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?

Provide quality assurance for construction activities, which helps meet the MDOT Mission for "Providing the highest quality transportation services for economic benefit and improved quality of life." This position performs basic, intermediate, and/or experienced level work in construction oversight and construction quality assurance. It is rooted in the MDOT Values of Quality, Teamwork, and Customer Orientation.

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.
- Skill in:
 - the use of testing equipment.
- Ability to:
 - compute areas/volumes.
 - work on high structures.
 - walk on uneven terrain.
 - stand for long periods of time.
 - communicate effectively.
 - maintain favorable public relations.
 - use computer programs.
 - carry 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 testing equipment.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of the following certifications or possession within one year of appointment to position and must maintain throughout employment.
 - Soil Erosion and Sedimentation Control (SESC)
 - Bituminous (Hot Mix)
 - Concrete
 - 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

10/18/2025

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