

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

Position Code 1. TRNSTCHEA44R

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 Superior Region
5. Working Title (What the agency calls the position) Transportation Technician	11. Section Newberry Transportation Service Center
6. Name and Position Code Description of Direct Supervisor LUSK, MICHAEL D; ENGINEER MANAGER LICENSED-3	12. Unit Construction
7. Name and Position Code Description of Second Level Supervisor GUSTAFSON, DAWN D; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 14113 Hwy M28, Newberry MI 49868 / M-F, 7a-3:30p (may vary at mgmt discretion)

14. General Summary of Function/Purpose of Position

Participate in and oversee the following: 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; review and document project records for adherence to standards; perform engineering technical support activities including materials testing, inspection, and compliance; ensure right-of-way permit activities are performed and are completed consistently within standards and specifications; design technical and/or automated drafting activities in such specialized areas as engineering, electrical, right-of-way, cartography, or architecture for the purpose of laying out and preparing drawings of new or existing facilities, roadways, bridges, property, and maps; traffic technical activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling, and marking situations; and perform surveying technical work of a variety of surveying activities that provide assistance in the surveying of roads, building sites, bridges, environmental sites, and determination of land boundaries under the guidance of a professional surveyor.

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: 70

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 concrete testing such as air content and slump.
- Perform inspection on such construction items as culverts, sewers and drainage structures, base or surface course, guardrail placement, bridges, sodding and seeding, erosion control, and pavement patching.
- Monitor/inspect construction projects to maintain contract compliance.
- Perform various tests on concrete or bituminous paving materials to assure quality control specifications are met.
- Confer with personnel employed by contractors, public utilities, city/county engineering departments, or consultants regarding coordination of construction project activities.
- Office technician work such as: reviewing/making out daily reports, plans, proposals, specifications, construction manuals, and contract documents; setting up, reducing, and checking field books; plotting cross sections; computing areas/volumes; preparing field books and sketches for land clearings; setting up/maintaining engineering file systems; and making contractor's payments.
- Document construction progress/activities in computerized record keeping programs by maintaining detailed project records and preparing periodic reports on project progress including materials used and test results.
- Inspect construction projects ensuring work is completed per specification including sampling and testing materials to be used; ensuring proper certification of materials; maintaining records, preparing daily reports and project progress reports; and informing supervisor of problems.
- Inspect phases of bridge, grading, and paving projects assigned.
- Prepare written inspection reports and records.
- Inspect soil erosion and sedimentation control devices.
- Perform wage rate interviews on contractor's employees.
- Train seasonal and other employees.

Duty 2

General Summary:

Percentage: 10

Perform engineering technical support activities including materials testing, inspection, and compliance. Ensure material acceptance activities are within standards and specifications. 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:

- Read, interpret, and/or explain applicable standards, technical literature, regulations, plans, and specifications.
- Complete necessary paperwork for material inspection and compliance.
- Perform aggregate gradation testing, density testing, and concrete testing.
- Perform Independent Assurance Testing (IAT) relating to all testing on federal aid projects.
- Perform laboratory and/or field tests and sampling on materials proposed for construction to determine compliance with specifications.
- Review and document project records for adherence to standards.
- Perform data collection, analysis, tabulation, and application of engineering data within specific work situations.
- Perform field reviews of permit applications for encroachment, write and issue permits, and inspect permit work.
- Review and process permit applications from state agencies, private businesses, and the general public to construct within the highway right-of-way including the identifying of adverse effects of proposed construction and preparing written responses to applicants.
- Coordinate details leading to the issuance or denial of construction and utility permits.
- Understand and interpret the specifications and special provisions for materials used on state and local government jobs.
- Evaluate soils for road and foundation and make recommendations to project engineers.
- Prepare engineering drawings, charts, maps, specifications, legal descriptions, cost estimates, noncompliance notices, and relocation permits.
- Perform mathematical calculations.
- Organize and keep track of permits issued using computer and required programs.
- Train seasonal and other employees.

Duty 3

General Summary:

Percentage: 5

Design technical and/or automated drafting activities in such specialized areas as engineering, electrical, right-of-way, cartography, or architecture for the purpose of laying out and preparing drawings of new or existing facilities, roadways, bridges, property, and maps.

Individual tasks related to the duty:

- Draw architectural and engineering details of roadways, buildings, structures, topographical features, and more using computer generated techniques and programs.
- Prepare charts and graphs for the presentation of statistical data.
- Operate Global Position System (GPS) and Electronic Distance Meter (EDM) equipment to take and check measurements.
- Compute and verify mathematical data and plots same for surveys, construction centerlines, ties, and alignment data.
- Check plotted and computed data and update and correct drawings and computations.
- Prepare charts and graphs for the presentation of statistical data.
- Maintain sets of drawings, test reports, work changes, vouchers, and daily reports for projects.
- Maintain files.
- Prepare special provisions, supplemental specifications, and special details.
- Prepare plans and sketches of roadways, right-of-ways, buildings, structures, utilities, equipment and equipment adaptations, and office layouts.
- Detail grades, geometrics, drainage, utilities and structures, and compute necessary dimensions.
- Plot and display physical, cultural, and geographic features.
- Delineate boundaries according to legal description, date, means of acquisition, restrictions, sales of excess, and other miscellaneous data.
- Perform freehand sketching, lettering, pencil layouts, and ink work on engineering charts and graphs.
- Determine materials necessary to meet planning criteria and coordinate the work and changes with the construction staff and others as necessary.
- Train seasonal and other employees.

Duty 4

General Summary:

Percentage: 5

Traffic technical activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling, and marking situations.

Individual tasks related to the duty:

- Prepare traffic plans for construction projects including plans for both construction and permanent signs and markings.
- Conduct field investigations on problem locations, take measurements, traffic counts, and makes recommendations.
- Review traffic control set-ups for safety and compliance.
- Develop and review traffic management plans and perform traffic work zone reviews during construction.
- Maintain and review data as it relates to roadway maintenance activities.
- Recommend and draw up sample changes in standards and specifications for geometric design guides, signs, and signals.
- Prepare quantity sheets, authorizations, and cost estimates for roadway improvements and sign or signal projects.
- Obtain field data for calculating span loading, heights, timing cycles, and electrical energy usage on electrical signal projects.
- Prepare layouts for geometric modifications to meet operational and safety requirements.
- Recommend and prepare possible design treatments and placement of control devices.
- Perform on-site field investigations to determine the adequacy of signing and pavement marking.
- Conduct field reviews to insure conformance to guidelines and proper installation of signing, as well as inspections during and after installation.
- Prepare computer inventory of existing and proposed signing data, quantities, and field engineering for sign upgrading contracts.
- Develop and evaluate emergency detour routes in coordination with other offices and stakeholder agencies.
- Assist in the development, field work, administration, and evaluation of pavement marking and signing contracts and contracted services.
- Review construction plans in terms of traffic operations, construction signing, geometric design, final signing, signals, pavement marking, and reflective system.
- Review maintenance of traffic plans including field reviews with design and construction staff and make recommendations.

Duty 5

General Summary:

Percentage: 5

Perform surveying technical work of a variety of surveying activities that provide assistance in the surveying of roads, building sites, bridges, environmental sites, and determination of land boundaries under the guidance of a professional surveyor.

Individual tasks related to the duty:

- Perform a variety of survey work assignments including stacking rods, setting prisms for measurements, running rods for benches and cross section elevations, searching for section corners, property irons and survey points, and cutting brush for lines.
- Record measurements and descriptive data in various forms and formats.
- Perform calculations and computations.
- Participate in laying out grids and determining horizontal and vertical controls.
- Analyze and compare computations with standards set forth by state law or department policy.
- Document survey findings and delineation of lines and boundaries as found and set using drawings, sketches, and inked tracings.
- Prepare topographic and contour maps of land surveyed.
- Measure distances in both metric and English units.
- Set and witness stakes, monuments, iron pins, spikes, and nails with tags for the establishment of horizontal and vertical control.
- Set monuments under the direction of a licensed land surveyor.
- Operate precise and automatic digital automatic levels, electronic total stations and robotic total stations with data collectors, and GPS receivers.

- Use an electronic data collector to record survey data.
- Record field data in field book using legible writing and directly into computer input forms.
- Maintain and clean survey instruments, tools, and vehicles.
- Train seasonal and other employees.

Duty 6

General Summary:

Percentage: 5

Educational advancement, career development, advanced training, and maintain industry certifications.

Individual tasks related to the duty:

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.

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 and walk and climb 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, construction hazards, noise, dirt, concrete, 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 pounds.

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?

One or more of the following: participate in and oversee construction and quality control inspection activities designed to ensure they are constructed to the plans and specifications contained in contractual construction agreements; review and document project records for adherence to standards; perform engineering technical support activities including materials testing, inspection, and compliance; ensure right-of-way permit activities are performed and are completed consistently within standards and specifications; design technical and/or automated drafting activities in such specialized areas as engineering, electrical, right-of-way, cartography, or architecture for the purpose of laying out and preparing drawings of new or existing facilities, roadways, bridges, property, and maps; traffic technical activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling, and marking situations; and perform surveying technical work of a variety of surveying activities that provide assistance in the surveying of roads, building sites, bridges, environmental sites, and determination of land boundaries under the guidance of a professional surveyor.

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, local and contract agencies, and vendors. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluating and inspecting bridges and culverts. This position performs work in right of way/design development, inspection, surveying, and office work on highway and bridge program and projects and associated transportation functions.

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, 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 related 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 completion of 16 semester (24 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, 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; 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; read/interpret design/construction plans/specifications; operate equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license.
- Certification in Comprehensive Soil Erosion and Sedimentation Control preferred.
- Preferred Certifications: Any positions performing sampling and testing of highway materials for federal aid projects on the National Highway System (NHS), subsequent to June 29, 2000, must be performed by qualified technicians, certified in the requisite Bituminous (Hot Mix), Concrete, Density Testing or Aggregate Gradation per a Civil Technician qualification program to ensure compliance with the Quality Assurance Procedures for Construction.

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.

KELSEA COLE

8/27/2020

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