

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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency TRANSPORTATION CENTRAL OFFICE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Bureau of Development |
| 4. Civil Service Position Code Description Transportation Technician-E | 10. Division Development Services Division |
| 5. Working Title (What the agency calls the position) Real Estate Transportation Technician | 11. Section Real Estate Services Section |
| 6. Name and Position Code Description of Direct Supervisor CRYSLER, LORI J; PROPERTY MANAGER-3 | 12. Unit Property Management Unit |
| 7. Name and Position Code Description of Second Level Supervisor VANIS, TERESA R; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary) |

14. General Summary of Function/Purpose of Position

The Transportation Technician position in the Real Estate Services Section will perform a variety of technical tasks throughout the Real Estate Section and MDOT Region offices. As a member of MDOT's statewide Real Estate technical program, this position is included in a rotational training program for technical tasks for acquisition of highway or rail parcels, property disposal of highway or rail parcels, and utilizing Geographic Information Systems (GIS) and MDOT's Land Asset Management Data Application (LAMDA). Rotational training activities may require statewide travel to gain experience.

The Transportation Technician is responsible for assisting both central office and region Transportation Technicians in updating Right-of-Way (ROW) maps using Computer Aided Design and Drafting (CADD) systems for both acquisitions and property disposals and preparing sketches and overlays of lands for acquisition or property disposal of MDOT owned property. Typical assignments include training in Surveys, trunkline ROW plans, preparing Right-of-Way Parcel Overlays (ROWPO), railroad ROW, legal descriptions, ROW mapping updates, and updating the GIS portal in conjunction with the LAMDA environment. Training will take place in the Regions and Central Office and during each rotation, the participant will be assigned a senior level mentor who will be responsible for training them to meet the specific objectives and competencies for each technical area.

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

Perform ROW technical assignments including preparing and updating MDOT ROW maps for highway property, property that involve fee or easement ROW, and/or existing roadways or bridges.

Individual tasks related to the duty:

- Prepare and update MDOT ROW maps that are accessed by MDOT staff as well as outside sources (e.g., Local Agencies, Consultants, general public, etc.).
- Interpret design and ROW plans, review and identify any ambiguities and/or errors on ROW maps and determine how best to resolve ROW issues.
- Produce appropriate products for ROW and GIS map updates utilizing multiple file types (e.g., tiff, .dgn, .kmz, .kml) and programs (e.g., MicroStation, ArcGIS).
- Review final design plans for inclusion of required legal and technical nomenclature needed to prepare property deeds.
- Assist and support Region and Central Office personnel in deciphering legal descriptions and mapping. Provide phone support and various trouble shooting tasks related to real estate technical inquiries.
- Prepare CADD drawings as required to update MDOT ROW maps in preparation for GIS technology through the LAMDA real estate program.
- Work closely with Real Estate and Design staff as well as Region Offices to make revisions and corrections to the ROW maps and/or legal descriptions and sketches as requested.

Duty 2

General Summary:

Percentage: 30

Prepare legal descriptions and sketches of property for property acquisition using information supplied on design plans.

Individual tasks related to the duty:

- Prepare legal descriptions and sketches of highway excess properties.
- Prepare legal descriptions and sketches of railroad excess properties.
- Create and compute unknown areas of properties to be acquired for highway use. Review final design plans for inclusion of required legal and technical nomenclature needed to prepare property acquisition instruments.
- Review acquisition packages and request to verify accuracy of documentation to perform specific real estate tasks. Communicate technical information to requestors.
- Review acquisition information for preparation of ROWPO.

Duty 3

General Summary:

Percentage: 15

Prepare sketches and overlays of land for purposes of property acquisition or disposal of MDOT-owned excess property.

Individual tasks related to the duty:

- Review sketches and legal descriptions for surveys prepared for MDOT regarding disposal or acquisition of property.
- Review acquisition information for preparation of ROWPO.

Duty 4

General Summary:

Percentage: 10

Assist MDOT's Survey Unit to perform data collection in the field with various survey instruments.

Individual tasks related to the duty:

- Perform survey equipment set up including configurations, firmware, hardware, and communications.
- Perform mapping using various survey instruments to assist survey team and region projects.
- Read plans and evaluate specifications regarding route layout and design implementation to assist with transportation design work.
- Utilize a computer and surveying software to assemble electronic deliverables and surveying information. This includes the use of Bentley Open Roads Design (ORD) to prepare planimetric drawing, topographic survey models, and digital terrain models.
- Enter field collected data, and existing electronic data, into GIS databases.

- Perform field activities such as setting stakes, setting benchmarks, setting control points, stacking rods/prisms, running rods, brushing line, and care of surveying equipment.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Upon completion of training must have knowledge and understanding of route surveying, boundary surveying, and survey control and make decisions regarding these. Able to assist in determining conflicts or ambiguities in legal descriptions and how to resolve to best represent MDOT's interests.

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

When policy guidelines or procedures are not available and when senior level technicians and specialists' expertise is required or when the supervisor's judgement is required for technical assistance or department approval.

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.

This position requires the ability to negotiate difficult terrain, assessment and observation skills to locate possible safety hazards, and the tact to effectively deal with hostile property owners. May be required to transport heavy files and ROW plans, including multi-leveled property. May include occasional extensive and overnight travel and travel in high traffic areas where future improvements are planned which 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):

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|---|--|
| <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. |

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?

The Transportation Technician position in the Real Estate Services Section will perform a variety of technical tasks throughout the Real Estate Section and MDOT Region offices. As a member of MDOT's statewide Real Estate technical program, this position is included in a rotational training program for technical tasks for acquisition of highway or rail parcels, property disposal of highway or rail parcels, and utilizing GIS and MDOT's LAMDA. Rotational training activities may require statewide travel to gain experience.

The Transportation Technician is responsible for assisting both central office and region Transportation Technicians in updating ROW maps using CADD systems for both acquisitions and property disposals and preparing sketches and overlays of lands for acquisition or property disposal of MDOT owned property. Typical assignments include training in Surveys, trunkline ROW plans, preparing ROWPO, railroad ROW, legal descriptions, ROW mapping updates, and updating the GIS portal in conjunction with the LAMDA environment. Training will take place in the Regions and Central Office and during each rotation, the participant will be assigned a senior level mentor who will be responsible for training them to meet the specific objectives and competencies for each technical area.

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?

The Real Estate Property Management Unit provides technical real estate support for the Central Office, Region Offices, as well as outside contractors in the areas of mapping, ROW plans, and legal descriptions. This position prepares and updates the MDOT ROW maps in Central Office and assists with sketches, descriptions, and ROWPO in the Region Offices.

This position is responsible for assignments related to instrument work that includes preparing and updating MDOT ROW maps for highway property, property that involve fee or easement ROW, and/or existing roadways or bridges; preparing legal descriptions and sketches of property for property acquisition using information supplied on design plans; and preparing sketches and overlays of land for purposes of property acquisition or disposal of MDOT-owned excess property.

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 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:

Ability to:

- Travel statewide.
- Learn from and attend training programs.
- Perform duties as described.
- Learn the function and operation of automated drafting equipment and computer graphics equipment such as CADD programs.
- Follow directions verbally and by following operational manuals.
- Understand technical nomenclature, plans, and specifications.
- Communicate effectively with others, both verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

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

4/9/2024

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