

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) 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) Local Agency Program (LAP) Technician	11. Section Local Agency Programs (LAP)
6. Name and Position Code Description of Direct Supervisor KADZBAN, BRUCE; ENGINEER MANAGER LICENSED-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor DOYLE, LARRY T; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 WEST OTTAWA STREET, LANSING, MI 48933 / M-F 7:30 AM-4:30 PM hours may vary
14. General Summary of Function/Purpose of Position This Transportation Technician utilizes specialized software (AASHTOWare / PreConstruct) to prepare various construction cost estimates required for MDOT Specs & Estimate's review and approval, and updates project information in AASHTOWare / Preconstruct. This technician assists the LAP area manager in preparing other project documents required to deliver construction projects for fund obligation and assembles those documents into the bid proposal package required to move the project to bid advertisement and letting. Assists local agencies and LAP staff with Emergency Response (ER) events including communication of program requirements and reimbursements. Prepares time sensitive documents required for project bid proposal packages as needed to meet letting schedules.	

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: 55

Prepare project related documents required for MDOT Specifications & Estimates Unit staff to review and approve utilizing AASHTOWare/Preconstruct software package. Assist LAP staff engineers in preparing documents required to be included in bid proposals, including appropriate Frequently Used Special Provisions, Supplemental Specifications, and Notices to Bidders, and completing final quality assurance reviews of bid proposal packages, and prepares time sensitive documents required for project bid proposal packages as needed to meet letting schedules.

Individual tasks related to the duty:

- Prepare various construction cost estimates utilizing AASHTOWare/Preconstruct and submit to MDOT Specs & Estimate's for review and approval and update project information in AASHTOWare / Preconstruct,
- Update project data in the Local Agency Program Management System (LAPMS) database and prepare the various LAPMS based project related documents required for inclusion in bid proposal packages.
- Review and interpret construction plans, special provisions, and cost estimates prepared by local agencies or their consultants to ensure items in cost estimate reflect the type of work proposed. Reach out to local agency or LAP Staff Engineer for clarification. Identify and download the MDOT Frequently Used Special Provisions, Supplemental Specifications, and Notices to Bidders appropriate for the specific project and forward any resulting review comments to the local agency.
- Oversee and assure the quantity and quality of proposed designs meet established design requirements and standards, such as American Association of State Highway and Transportation Officials (AASHTO) guidelines for non-motorized pathways, the MDOT Road and Bridge manuals, the Manual of Uniform Traffic Control Devices, and the MDOT Construction manual, and provide review comments to the local agency and its engineering consultant.
- Obtain final project plans and unique specifications from the LAP staff engineers, prepare, and assemble all documents into the final bid proposal package. Forward package to Design Quality Assurance Specification and Estimates Unit for bid advertisement and letting.
- Notify MDOT Print and Mail Services staff to issue the bid proposal documents utilizing ProjectWise and notify MDOT Finance of the posting, so that project bid advertisement costs can be charged to the project.

Duty 2

General Summary:

Percentage: 15

Assist the LAP Section Engineer Manager in delivering the periodic Emergency Response and Repair (ER) program.

Individual tasks related to the duty:

- Interpret and apply the state and federal requirements associated with the ER program to determine project eligibility for funding, documentation requirements for approving projects, implementing construction and restoration requirements for damaged areas, and guidelines for cost reimbursements to local agencies for restoration of damaged areas.
- Attend staff progress and design meetings and public meetings as needed, related to site visits and damage determination.
- Identify municipalities affected by ER, develop contact lists of persons at those municipalities having contracting authority, and contact and meet with those representatives to review the program requirements and compile a spreadsheet listing damaged areas in each municipality.
- Review and comment on Detailed Damage Inspection Reports (DDIR's) prepared by local agencies and submitted to MDOT LAP for approval. For example, review and comment on the local agency's proposed scope of emergency repairs required.
- Explain to the local agency the ER implementation requirements especially related to documenting emergency repair costs incurred by the local agency to open roads safely to traffic, as well as design and construction requirements for long term permanent repairs.
- Advise the local agency on requirements for emergency bidding and contracting requirements.
- Assist other Department units in obtaining state and federal approvals for funding for the ER event and turn control of the ER program over to the LAP systems analyst for further program funding request processing.

Duty 3

General Summary:

Percentage: 15

Attend meetings and serve as LAP's voting representative on the Department's Disadvantaged Business Enterprise (DBE) committee.

Individual tasks related to the duty:

- Receive biweekly reports of upcoming local agency construction projects from MDOT Finance, Planning, and the DBE Committee, and review those projects for such items as possible subcontract possibilities.
- Determine the percentage of DBE participation for each project, meet with the DBE Committee, review each project, and discuss LAP's position related to the DBE determination, and vote accordingly.
- After the votes are tabulated and compiled, update PreConstruct and MDOT's Contract Management System (CTRAK software and databases to include the DBE percentage for each affected local agency project.

Duty 4

General Summary:

Percentage: 10

Assist the LAP Systems Analyst and the unit leaders in data management and updating project files as well as the LAP website, and in closing out completed LAP projects.

Individual tasks related to the duty:

- Work with MDOT Finance staff to update and close out files of completed LAP projects, including copying documents and placing those into ProjectWise.
- Update the website with final project closeout information such as financial closeout and construction acceptance verification, and forward closed project files to the permanent storage facility.
- Assist the LAP Systems Analyst as necessary, to update the closed project information in the Unit's project management software.
- Verify that required documents are appropriately saved in ProjectWise.

Duty 5

General Summary:

Percentage: 5

Other related duties as assigned

Individual tasks related to the duty:

- Miscellaneous duties as assigned by supervisor

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

Position performs independently once assignments are made. This position determines whether project documents required to deliver local agency program construction projects for fund obligation meet the technical specifications required to allow the projects to move on to quality assurance and bid advertisement/letting.

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

All decisions that affect or are guided by policy, procedures, and standards.

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.

Working from a computer for extended periods of time. Some travel statewide, including overnight stays. 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.

N	Provide formal written counseling.	N	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 Transportation Technician utilizes specialized software (AASHTOWare / PreConstruct) to prepare various construction cost estimates required for MDOT Specs & Estimate's review and approval, and updates project information in AASHTOWare / Preconstruct. This technician assists the LAP area manager in preparing other project documents required to deliver construction projects for fund obligation and assembles those documents into the bid proposal package required to move the project to bid advertisement and letting. Assists local agencies and LAP staff with Emergency Response (ER) events including communication of program requirements and reimbursements. Prepares time sensitive documents required for project bid proposal packages as needed to meet letting schedules.

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 work area is responsible for LAP oversight and implementation. This position assists in monitoring and updating the project status databases of projects using special funding sources, assists the LAP Systems Analyst in monitoring and updating the LAP website, assists LAP staff in developing and assembling documents required to be included in construction bid advertisement packages, and assists LAP staff in closing out and filing completed project documents.

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. 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:

Ability to carry out instructions. Ability to communicate effectively with others. Ability to interpret and work with databases of all sizes and complexities. Ability to utilize Microsoft Excel functionalities such as workbook and sheet creation, sum and basic calculations, formatting cells, table creation, filtering, and sorting.

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.

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