

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) Transportation Planning
4. Civil Service Position Code Description Transportation Planner-A	10. Division Asset Management and Policy Division
5. Working Title (What the agency calls the position) MiTAM Asset Management Planner	11. Section Asset Management
6. Name and Position Code Description of Direct Supervisor LEMON, TIMOTHY R; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MULLEN, ERIC R; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing, MI 48909 / 8:00 a.m. - 5:00 p.m. M - F (may vary)
14. General Summary of Function/Purpose of Position This position serves as the recognized resource responsible for overseeing the implementation of the Michigan Transportation Asset Management Initiative (MiTAM) by advancing transportation asset management across the Michigan Department of Transportation (MDOT) by fostering collaboration, supporting integration of asset management practices with broader agency initiatives, and promoting data driven decision-making. This role works closely with asset stewards and program areas (e.g., areas within the department responsible for asset management activities, pavement management community, Bureau of Bridges & Structures, Bureau of Field Services, , and the Regions) to understand existing processes, identify opportunities for improvement, and support the development of consistent, coordinated approaches to managing transportation assets. It also contributes to aligning asset management activities with enterprise efforts such as digitalization, data integration, data warehouse improvements, and strategic investment planning.	

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: 35

As the recognized resource, oversee implementation of the MiTAM. Lead and coordinate efforts to develop and implement an enterprise transportation asset management system that supports inventory, monitoring and target setting. This includes working with consultants, asset management program areas, technical teams, and leadership to define needs, integrate related initiatives, and prepare required documents for system procurement and implementation for an IT solution.

Individual tasks related to the duty:

- Coordinate with the department's consultant to refine and manage the scope of work for the MiTAM initiative.
- Facilitate discussions with asset management areas to document current processes, improvement needs, system requirements, and data integration needs.
- Ensure alignment of enterprise asset management system requirements with broader departmental initiatives such as digitalization, data warehouse development, data governance, and strategic investment planning.
- Communicate system impacts, opportunities, and constraints across divisions to ensure enterprise alignment.
- Consolidate business needs, technical requirements, and integration points into a comprehensive set of functional and technical specifications.
- Develop or coordinate development of procurement documents (such as Request for Information (RFI) or Request for Proposal (RFP)) needed to solicit vendor proposals for system development and implementation.
- Support leadership in reviewing vendor proposals and making informed decisions on system selection and implementation approach.
- Monitor project progress, risks, and stakeholder engagement throughout planning and procurement phases.

Duty 2

General Summary:

Percentage: 30

As the recognized resource, champion Asset Management Principles Across the Department. Promote consistent, data-driven, and collaborative asset lifecycle planning across the organization. Facilitate information sharing, support departmental and external partnerships, and provide guidance to asset management areas seeking to strengthen processes, tools, and governance.

Individual tasks related to the duty:

- Serve as a primary resource and advocate for asset management principles, best practices, and continuous improvement efforts.
- Coordinate communication and collaboration opportunities, including information-sharing sessions and communities of learning.
- Engage with internal partners, other state agencies, professional associations, and statewide bodies such as the Transportation Asset Management Council to showcase MDOT's MiTAM initiative.
- Coordinate and support the Transportation Asset Steering Committee and other standing groups related to asset management policy, strategy, and governance.
- Facilitate cross-department alignment on asset management roles, processes, and strategic objectives. Identify opportunities to strengthen consistency and coordination across asset classes.
- Provide guidance and assistance to asset management areas seeking to modernize or optimize their processes, tools, or data practices.
- Support the development of training, communication materials, or guidance documents that improve asset management understanding and application across the department.

Duty 3

General Summary:

Percentage: 30

Maintain an organized record of the department's transportation asset types, associated inventory information and related management information. Document the department's asset management process as it relates to the responsibilities of data collection, storage, and use in scoping projects.

Individual tasks related to the duty:

- Gather and maintain information on asset types, inventory characteristics, and data sources in coordination with asset management subject matter experts.
- Track updates to asset management data across management areas to ensure departmentwide consistency and accuracy.
- Identify and document data gaps or inconsistencies that impact inventory, condition assessment, or investment

forecasting.

- Summarize and communicate key inventory and condition information to leadership to support investment planning discussions and strategic decision-making.
- Collaborate with program areas to understand how inventory and condition data support their business processes and planning activities.
- Provide input to enterprise data initiatives to ensure that asset data standards and inventory needs are properly represented.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned by division and bureau leadership.

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

Responsible for reviewing, preparing, analyzing, interpreting, and completing reports for accuracy and takes appropriate actions. Makes recommendations about decisions that need to be made.

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

The supervisor's guidance is asked for when conflicting priorities arise or when changes to policy are required. Decisions regarding the presentation and distribution of material for the public require supervisor's review.

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.

Endurance to work long hours both in the office and in the field, when necessary, which exposes individuals to hazards of moving traffic, construction equipment, and weather. Ability to work under pressure in order to meet deadlines. Traversing on uneven terrain including climbing up and down roadway slopes. Ability to move up to 20 pounds. Remaining in a stationary position for extended periods of a time using a computer. Occasional overnight travel. 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"/> 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. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> 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 serves as the recognized resource responsible for overseeing the implementation of the Michigan Transportation Asset Management Initiative (MiTAM) by advancing transportation asset management across the Michigan Department of Transportation (MDOT) by fostering collaboration, supporting integration of asset management practices with broader agency initiatives, and promoting data driven decision-making. This role works closely with asset stewards and program areas (e.g., areas within the department responsible for asset management activities, pavement management community, Bureau of Bridges & Structures, Bureau of Field Services, , and the Regions) to understand existing processes, identify opportunities for improvement, and support the development of consistent, coordinated approaches to managing transportation assets. It also contributes to aligning asset management activities with enterprise efforts such as digitalization, data integration, data warehouse improvements, and strategic investment planning.

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 Asset Management Section provides departmentwide leadership, coordination, and guidance for transportation asset management. Its core function is to support consistent, data-driven investment decisions by developing asset management policies, ensuring the quality and integration of asset data, coordinating cross-asset planning efforts, and advancing tools and practices that help the department manage the condition and performance of Michigan's transportation system. This position plays a key integrative role within the Asset Management Section by leading efforts that span across all asset areas rather than focusing on a single asset class. It supports the section's mission by coordinating development of the enterprise asset management system, maintaining departmentwide asset inventory information, and promoting consistent asset management practices.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, environmental sciences, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

EXPERIENCE:

Transportation Planner 12

Three years of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Transportation asset management principles, including inventory, condition assessment, lifecycle planning, and investment prioritization.
- Transportation planning concepts and how asset data informs strategic and capital planning.
- Data governance, data integration practices, and enterprise information management
- State procurement processes, including development of scopes of work and RFP materials.
- Organizational change management and methods to support adoption of new processes or systems

Skills:

- Strong analytical skills for interpreting asset inventory, condition information, and system requirements.
- Skilled communicator able to translate technical concepts into clear information for leadership and non-technical

audiences.

- Facilitation skills to lead workshops, coordinate discussions, and gather information from diverse stakeholders.
- Skill in building consensus across multiple program areas with differing needs and perspectives.
- Strong organizational and documentation skills to maintain asset inventory information, requirements, and process descriptions.
- Skill in strategic thinking to connect asset management practices with broader departmental initiatives

Abilities:

- Ability to coordinate and collaborate with consultants, subject matter experts, leadership, and cross-department teams.
- Ability to define and document business needs, system requirements, and integration points for an enterprise asset management system.
- Ability to manage complex, multi-disciplinary work efforts with competing priorities.
- Ability to identify opportunities to streamline processes, improve data quality, and support continuous improvement across asset areas.
- Ability to effectively communicate asset inventory, condition trends, and investment needs to inform strategic decision-making.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN BRISTOL

5/29/2026

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