

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

<b>Position Code</b>
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## POSITION DESCRIPTION

<p>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.</p>	
<p><b>2. Employee's Name (Last, First, M.I.)</b></p>	<p><b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE</p>
<p><b>3. Employee Identification Number</b></p>	<p><b>9. Bureau (Institution, Board, or Commission)</b> Highway Operations</p>
<p><b>4. Civil Service Position Code Description</b> Transportation Engineer-A</p>	<p><b>10. Division</b> Bay Region</p>
<p><b>5. Working Title (What the agency calls the position)</b> Assistant Construction Engineer</p>	<p><b>11. Section</b> Davison TSC</p>
<p><b>6. Name and Position Code Description of Direct Supervisor</b> BROWN, KEITH G; ENGINEER MANAGER LICENSED-3</p>	<p><b>12. Unit</b> Construction</p>
<p><b>7. Name and Position Code Description of Second Level Supervisor</b> ULMAN, BRIAN C; ENGINEER MANAGER LICENSED-4</p>	<p><b>13. Work Location (City and Address)/Hours of Work</b> 9495 E Potter Road, Davison, MI 48423 / M-F, 7am-3:30pm (hours may vary)</p>
<p><b>14. General Summary of Function/Purpose of Position</b></p> <p>Position functions as the Assistant Construction Engineer responsible for the administration and oversight of construction projects and consultant contracts within the Davison Transportation Service Center (TSC) area. This position is also responsible for providing oversight of consultant contracted construction engineering services and TSC-wide local agency construction projects, resolving traffic and safety issues within the TSC area, and designing and preparing plans and analyzing contract document.</p>	

**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: 80**

Serve as the Davison TSC Assistant Construction Engineer responsible for administration and oversight of construction projects and consultant contacts.

**Individual tasks related to the duty:**

- Oversee various new construction projects which could include 4R type projects (e.g., drainage, subbase, and/or subgrade work, which involves working under the surface of the road) and/or maintenance type construction projects (e.g., let through county or MDOT). This includes, but is not limited to, assisting in the management of all aspects involved in the delivery and closeout of contractor/MDOT construction projects; reviewing claims and requests from contractors for changes, extras, adjustments, and time extensions to contracts and making recommendations to the Construction Engineer; and recommending extensions of contracts due to traffic conditions, bad weather, and availability of materials and subcontracts.
- Review and provide comments for plans and proposals for future projects and attend Base Plan Meetings, Plan Meetings and Final Project Completion (FPC) meetings for those projects.
- Responsible for the engineering analysis, project schedule, and project coordination of highway and bridge projects to resolve field issues. Interpret project plan documents and provide direction on the intent in the field.
- Gather written work orders and changes to contract quantities. Brief the engineer and communicate to contractors, consultants, and MDOT staff work order requirements. Negotiate costs with contractors for extras and overruns on project.
- Oversee a team of engineers and technicians in completing inspection and survey requirements as well as conducting final project documentation reviews on state and local government construction projects. Based on recommendations and list of concerns provided, make final decisions on resolution of concerns, and make recommendation to manager on approving or denying project files and documentation to close-out the project. Monitor technicians' progression of work on a daily basis.
- Conduct and/or attend various construction meetings including, but not limited to, pre-construction meetings, progress meetings, post construction meetings, and claim meetings.
- Assist with administering warranty requirements which includes coordinating with technicians to ensure correct information for warranty items on the project.
- Ensure that project records are complete and orderly and push to have "finalized" within 120 days.
- Attend required meetings with private citizens, utility companies, local officials, representatives from other MDOT divisions, representatives from other state departments, and Federal Highway Administration (FHWA) officials.
- Assist with scheduling pick-up surveys to ensure project stays on schedule.
- Resolve differences between technicians and contractors to keep the project on schedule.

**Duty 2**

**General Summary:**

**Percentage: 5**

Provide oversight of consultant contracted construction engineering services. Assist the Construction Engineer in the administration and oversight of TSC-wide local agency construction projects

**Individual tasks related to the duty:**

- Oversee vendor contracts by preparing the solicitation of interest and scopes of work for construction engineering services, developing cost estimates, reviewing vendor proposals, negotiating coordinating the vendor selection and contract award process, resolving contract issues, negotiating with vendors on contract changes and/or costs, acceptance of vendor work, recommending vendor payment invoices, and preparing vendor performance evaluations. Utilize department management systems to coordinate resources and tasks to maximize efficiency and effectiveness of the project team and to ensure the assigned project tasks and deliverables are completed on time and within budget as in the approved scope.
- Serve as the point of contact for assigned consultant construction engineering projects and meet with consultants routinely to review project progress, concerns, and problems including ensuring the consultant is enforcing contract specifications.
- Attend local agency meetings, conduct field reviews, and track progress of projects ensuring that MDOT attends the required meetings.
- Assure local agency projects are executed according to established procedures and standards. If projects are not in compliance, work with local agency as appropriate which may include, but is not limited to, filing a letter, or pulling funding.
- Conduct project record reviews to assure project records are complete and accurate. Coordinate the resolution of any deficiencies to assure close out of local agency projects within 120 days of approved contract completion date.
- Recommend project for final acceptance by the Construction Engineer.

**Duty 3**

**General Summary:**

**Percentage: 5**

Assist in the resolution of traffic and safety issues within the TSC area. Utilize traffic engineering standards, guides, principles, techniques, and judgment to recommend solutions to traffic concerns and questions.

**Individual tasks related to the duty:**

- Assist in planning, coordinating, and monitoring of work zone enforcement for TSC construction projects. This may include identifying hours needed for police enforcement and working with the police on a memo of understanding to provide enforcement in the project. It also includes reviewing the billing information from the police.

- Develop maintaining traffic requirements for multi-million-dollar reconstruction projects (e.g., situations where traffic is maintained on temporary roads, construction staging on rehabilitation projects where the total road is completely reconstructed involving more detours and requires more coordination with local government officials or law enforcement agencies). Use IT systems to perform detailed analysis, interpret data, monitor traffic flow, and operations to the project and effects on the network.
- Participate in design meetings for proposed projects for input of safety related work items.
- Perform field reviews of areas to be affected by construction and determine methods of handling traffic during construction to minimize adverse impacts on traffic.
- Prepare correspondence relating to recommended design and/or traffic control. This is usually provided to the designer for crash history, etc.
- Assist other TSC staff engineers with specific traffic problems which arise during active periods of construction.
- Participate in traffic control reviews performed by the TSC for highway construction and maintenance projects throughout the Region. After completing the review, place into appropriate file if there are no comments. If comments are identified, work with the contractor to correct them and respond back to the reviewer.

#### Duty 4

##### General Summary:

Percentage: 5

Design and prepare plans and analyze contract documents for projects that include all portions of a reconstruct project such as storm sewers, major earthwork, alignment relocation, or road construction as well as resurfacing projects.

##### Individual tasks related to the duty:

- Design and prepare plans and analyze contract documents in order to develop contract proposal, including special provisions.
- Prepare detailed cost estimates.
- Provide design and analysis to incorporate into plan documents. Use technical resources (e.g., American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets, geometric design guide, standard plans, road design manual) to design and coordinate changes. Problem solve requests from the Project Engineer when the plans do not fit the existing environment. Coordinate changes to the project design with the project manager and design team and implement necessary changes to the plans.
- Attend meetings associated with the development of highway construction projects.
- Assist in the review of partially completed plans of other department staff, local agencies, and consultants for completeness and adherence to current standards, specifications, and methods. If plans do not meet standards, adjust plans to meet current standards or do a design exception when standards cannot be met.
- Participate in post construction reviews to evaluate the projects and note suggestions for future projects.
- Assist construction personnel with questions related to design plans.

#### Duty 5

##### General Summary:

Percentage: 5

Other duties as assigned.

##### Individual tasks related to the duty:

- Successfully respond to questions from the internal and external customers, including, but not limited to, the general public, business organizations, legislatures, village and city managers, and planning organizations.
- Pro-actively meet the operational needs of both internal and external customers.
- Continually strive to improve MDOT "image."
- Provide assistance to Bay Region or statewide construction as needed.
- 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 based on current policies, standards, specifications, and procedures. Personal judgment based on prior experience. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position

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

When there is a need for interpretation of Department guidelines, policies or procedures. When extras, overruns and field changes are required during construction. When existing policy is unclear. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies, or revision of a program schedule.

#### 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.

Frequent travel to TSC projects which requires traversing various types of terrain and moving in and out of traffic and requires possession of a valid driver's license. Transporting up to 25 pounds. Position requires working from a computer for extended periods of time. 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"/> 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?

Position functions as the Assistant Construction Engineer responsible for the administration and oversight of construction projects and consultant contracts within the Davison TSC area. This position is also responsible for providing oversight of consultant contracted construction engineering services and TSC-wide local agency construction projects, resolving traffic and safety issues within the TSC area, and designing and preparing plans and analyzing contract document.

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 Davison TSC completes construction projects for the TSC area according to our standards and specifications. As the Assistant Construction Engineer, assist with selection and oversight of consultant construction engineering services and the administration of TSC wide construction activities. Oversee construction of roads, bridges, and associated activities to ensure projects are constructed in conformance with contract requirement, state and federal guidelines. Assist with traffic and safety issues and the development of design plans and contract documents. Active participant in local transportation issues, resolution of complaints and inquiries from internal and external customers, and strengthening of MDOT "image".

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

**EDUCATION:**

Possession of a Bachelor of Science degree in engineering.

**EXPERIENCE:**

**Transportation Engineer 12**

Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to:

- Communicate effectively
- Work as a team member
- Oversee, lead and train other workers
- Make presentations before groups

- Meet and deal effectively with others
- Use initiative in carrying out an assignment while working independently
- Apply engineering principles to construction and design problems.

Knowledge of:

- Surveying procedures
- Record keeping
- Computers

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of Soil Erosion and Sedimentation Control (SESC) certification or possession within 12 months of the date of hire into the position.

*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

5/24/2024

\_\_\_\_\_  
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