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| <b>Position Code</b><br>1. |
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

|  |   |
|--|---|
| <b>2.Employee's Name (Last, First, M.I.)</b>                           | <b>8.Department/Agency</b>  |
|  | Transportation  |
| <b>3.Employee Identification Number</b>                                | <b>9.Bureau (Institution, Board, or Commission)</b>   |
|  | Highways Operations   |
| <b>4.Civil Service Position Code Description</b>                       | <b>10.Division</b>  |
| Transportation Engineer-E (9-P11)                                      | Bay Region  |
| <b>5.Working Title (What the agency calls the position)</b>            | <b>11.Section</b>   |
| Assistant Construction Engineer  | Davison TSC   |
| <b>6.Name and Position Code Description of Direct Supervisor</b>       | <b>12.Unit</b>  |
| Keith G. Brown, Engineer Manager Licensed 14                           | Construction  |
| <b>7.Name and Position Code Description of Second Level Supervisor</b> | <b>13.Work Location (City and Address)/Hours of Work</b>                                    |
| Brian Ulman, Engineer Manager Licensed 15                              | 9495 E. Potter Road, Davison, MI 48423,<br>Monday-Friday, 7:00am to 3:30pm (hours may vary) |

**14. General Summary of Function/Purpose of Position**

Position functions as the Assistant Construction Engineer responsible for the administration 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.

**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 of Duty 1**                      **% of Time**   80  

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

**Individual tasks related to the duty.**

- Work on Resurfacing, Restoration, and Rehabilitation (3R) construction projects which focus on the top layer of road construction. This includes, but is not limited to, ensuring administrative compliance and compliance with design/construction standards. Process paperwork as necessary.
- Recommend changes to the engineering plans and schedule to fit the field conditions.
- Prepare written work orders for the engineer with changes to schedule and contract quantities.
- Conduct final project documentation reviews on construction projects by scheduling reviews, observing, taking notes, reviewing previously submitted documentation, and providing a list of concerns to the Engineer of Record with the documentation that will need to be resolved.
- Participate in 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 ensure that projects are "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.

Duty 2

**General Summary of Duty 2**                      **% of Time**   5  

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

**Individual tasks related to the duty.**

- Assist other engineers and management in writing the scope of work and estimating hours. Report, document, and monitor progress of projects and contracts for supervisor approval. Contracts can be Specialized Services, Indefinite Services, As Needed Services, or Full Service. Recommend payment estimate milestones, verification of services, scheduled milestones, and extension of services when needed.
- Prepare and/or review project plans and specifications to ensure conformance with MDOT, Federal Highway Administration (FHWA), and AASHTO policies.
- 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.

Duty 3

**General Summary of Duty 3**                      **% of Time   5**

Assist with traffic and safety 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 the resolution of traffic and safety related issues. Perform traffic calculations, gather data, and use IT programs and reports from others to recommend traffic flow and operations to the Project Manager. Make recommendations to improve traffic flow and safety on projects that involve minimum traffic restrictions. Develop maintenance of traffic plans and make recommendations to the project manager. Participate in design meetings for proposed projects for input of safety related work items.
- Attend work zone reviews to verify adherence to standards.
- Work with local government agencies, customers, and stakeholders to gather details for traffic related issues. This includes traffic, bicycle, and pedestrian safety. Gather information to support road safety audits for specific locations.
- 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.

Duty 4

**General Summary of Duty 4**                      **% of Time   5**

Design and prepare plans and analyze contract documents in order to develop contract proposal for portions of a reconstruct project or a resurfacing project.

**Individual tasks related to the duty.**

- Design and prepare plans and analyze contract documents in order to develop contract proposal.
- Prepare detailed cost estimates.
- Research and develop possible solutions to problems addressed during project and seek input and guidance from senior level staff/management in resolving. Attend and participate in scheduled meetings for assigned projects.
- Attend meetings associated with the development of highway construction projects.
- Participate in post construction reviews to evaluate the projects and note suggestions for future projects.

Duty 5

**General Summary of Duty 5**                      **% of Time   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.

Many decisions are made in conjunction with senior staff or management. Personal judgment is used to make decisions 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 is 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. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
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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.<br><input type="checkbox"/> Provide formal written counseling.<br><input type="checkbox"/> Approve leave requests.<br><input type="checkbox"/> Approve time and attendance.<br><input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Assign work.<br><input type="checkbox"/> Approve work.<br><input type="checkbox"/> Review work.<br><input type="checkbox"/> Provide guidance on work methods.<br><input type="checkbox"/> 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 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, administer consultant construction engineering services and TSC wide construction activities. This position is also responsible for resolving traffic and safety issues within the TSC area and designing and preparing plans and analyzing contract document.

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 9**

No specific type or amount is required.

**Transportation Engineer 10**

One year of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer 9.

**Transportation Engineer P11**

Two years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to:

- Communicate effectively.
- Work as a team member.
- 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 of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**