

Position Code 1.

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Transportation
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Highways Operations
4. Civil Service Position Code Description	10. Division
Transportation Engineer-9-P11	Bay Region
5. Working Title (What the agency calls the position)	11. Section
Assistant Construction Engineer	Davison TSC
6. Name and Position Code Description of Direct Supervisor	12. Unit
Keith G. Brown, Eng Lic Mgr-3	Construction
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Steve Katenhus, State Dep. Div. Admin.-1	9495 E. Potter Road, Davison, MI 48423 Monday-Friday, 7:00am to 3:30pm (hours may vary at mgmt. discretion)
14. General Summary of Function/Purpose of Position	
<p>Provides administration of Transportation Service Center (TSC) wide as well as Region or Statewide construction activities and the selection and oversight of consultant construction engineering services. Duties of this position include assisting with the oversight of the TSC Construction Program to ensure compliance with federal, state, and local rules and regulations; overseeing the work assigned to technicians in staking, inspecting, and documenting contractual work; reviewing design plans and contract documents for accuracy and completeness; performing interim and final reviews of project records; receiving, resolving, or referring complaints and inquiries from internal and external customers; developing project cost projections and construction engineering costs; and performing field reviews on active projects for certification and warranty acceptance.</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 of Duty 1 **% of Time** 40

Provide administration and oversight of TSC/Region/Statewide construction projects and consultant contacts as assigned.

Individual tasks related to the duty.

- Assist in the management of all aspects involved in the delivery and closeout of contractor/MDOT construction projects.
- Coordinate staff assignments and provide oversight of Technicians or Consultants on projects.
- Participate in pre-construction meetings.
- Ensure contractor compliance with plans/specifications.
- Administer warranty requirements.
- Work with the Construction Engineer to review claims and requests from contractors for changes, extras, adjustments, and time extensions to contracts.
- Ensure that project records are complete and orderly and are "finalized" within 120 days.
- Attend meetings with private citizens, utility companies, local officials, representatives from other MDOT divisions, representatives from other state departments, and Federal Highway Administration (FHWA) officials.
- Resolve differences between technicians and contractors to keep the project on schedule.
- Work to complete Pavement Historical Database (PHD) entries on projects.

Duty 2

General Summary of Duty 2 **% of Time** 30

Provide oversight and management of consultant contracted construction engineering services and TSC-wide local agency construction projects.

Individual tasks related to the duty.

- Prepare documents for construction engineering services.
- Assist the Construction Engineer in the consultant selection process.
- Discuss with the Construction Engineer if you think the consultant is not enforcing the contract specifications.
- Review with the Construction Engineer all recommendations and contract documents prepared by the consultant.
- Discuss with the Construction Engineer consultant invoices.
- Discuss with the Construction Engineer the performance of the consultant work toward completing evaluations on consultant performance and recommendations for acceptance of projects.
- Attend local agency meetings, conduct field reviews, and track progress of projects; be sure MDOT attends the required meetings.

Duty 3

General Summary of Duty 3 **% of Time** 10

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 the planning, coordination, and monitoring of work zone enforcement for TSC construction projects.
- Assist in the preparation of maintaining traffic plans for construction and maintenance projects within the TSC area.
- 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 on projects similar to what you are familiar with.
- Participate in traffic control reviews performed by the TSC for highway construction and maintenance projects throughout the Region.

Duty 4

General Summary of Duty 4 % of Time 10

Assist in the preparation of preliminary and design final plans for highways, drainage, and miscellaneous highway functions.

Individual tasks related to the duty.

- Assist development staff in the preparation of preliminary and final design plans and contract documents using MDOT Computer Aided Drafting and Design (CADD) package and other department software.
- Prepare detailed cost estimates.
- 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.
- 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 of Duty 5 % of Time 10

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."
- 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.

Independent decisions are made based on established policies, procedures, rules, and regulations. 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 the employee needs clarification or is unsure on how to handle a certain situation. 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, 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; walking on uneven terrain including climbing up and down roadway slopes; lifting up to 25 pounds; moving in and out of traffic on foot; climbing under bridges, over water, wading in water, and continually working near heavy traffic occurs almost daily and requires good physical condition and agility; moving in and around an office setting including sitting at a computer for long periods of time; occasional overnight travel to training classes.

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>
1			
2			
4			

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. |
| <input type="checkbox"/> Orally reprimand. | <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 assists in the administration of Transportation Service Center (TSC) wide construction activities and the selection and oversight of consultant construction engineering services. Duties of this position include assisting with the oversight of the TSC Construction Program to ensure compliance with federal, state, and local rules and regulations; overseeing the work assigned to technicians in staking, inspecting, and documenting contractual work; reviewing design plans and contract documents for accuracy and completeness; performing interim and final reviews of project records; receiving, resolving, or referring complaints and inquiries from internal and external customers; developing project cost projections and construction engineering costs; and performing field reviews on active projects for certification and warranty acceptance.

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?

As the Assistant Construction Engineer, assist with selection and oversight of consultant construction engineering services and the administration of TSC wide construction activities. Supervise construction of roads, bridges, and associated activities to ensure projects are constructed in conformance with contract requirements and 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 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 speak and write effectively; work as a team member; oversee, lead, and train other workers; make presentations before groups; and meet and deal effectively with others. Resourcefulness and ability to use initiative in carrying out an assignment while working independently. Ability to apply engineering principles to construction and design problems. Understanding of surveying procedures and record keeping. Computer knowledge.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License.

Continuous training as required or requested.

Soil Erosion and Sedimentation Control certification within 1 year from the date of appointment.

Preferred: Working toward registration as a professional engineer.

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.