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|  |  | |  |  | | --- | --- | | |  | | --- | | 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)** | |  | Highways | | **4. Civil Service Position Code Description** | **10. Division** | | TRANSPORTATION ENGINEER-A | Southwest Region | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Utility and Permit Engineer | Operations | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | VALSADIA, DHARMESH; ENGINEER MANAGER LICENSED-3 | Kalamazoo TSC | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | PFEIFFER, PETER A; STATE ADMINISTRATIVE MANAGER-1 | 5372 South 9th Street, Kalamazoo, MI 49009 / Monday-Thursday 7:30am-4:30pm (Hours may vary) | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | As a senior worker, this position functions as the recognized resource in the Transportation Service Center (TSC) for utility and permit engineering with additional work in the areas of design, construction administration, and traffic and safety. This position requires meeting tight deadlines and resolving issues to ensure the successful implementation and operation of MDOT services and products. Successful and continuing customer contact is a requirement for this position. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **60** | | Serves as the recognized resource in the TSC for utility and permit engineering. Coordinate utility relocations needed for MDOT construction projects with affected utilities. Review engineering reports, site plans, road plans, and drainage designs to evaluate and approve or disapprove proposed Right-of-Way (ROW) permit applications. | | | | **Individual tasks related to the duty:** |  |  | | * Serve as a technical expert and utilize standards, guidelines, and judgment to respond to customer requests for usage of MDOT right-of-way (ROW). Answer all questions related to utility relocations and ROW permits, including ROW access and the utility relocation process. * Serve as the liaison and technical expert for all utility relocation needs related to projects. * Review engineering reports, site plans, plans, and drainage designs to evaluate and approve or disapprove proposed complex ROW Permit applications. Standard applications are those with limited traffic control concerns and few other disciplines involved. Complex application reviews require the incorporation of extensive traffic control measures and consultation with other engineering disciplines. E.g., Requesting permission to construct within the ROW, or a large facility (casino, truck stop, etc.), seeking permission to construct three or more driveways accessing MDOT roadways. Permits of this nature require detailed review across many disciplines. Includes evaluating the type of ROW and what is or is not allowed (limited access, fee, easement, etc.) and providing guidance on the proposed design of the facilities to make sure that all ADA and MDOT guidance documents are satisfied, ensuring that the appropriate traffic control is specified, evaluating if there are any environmental or historical impacts, and working through the development of any Maintenance Agreements to ensure that the facilities are appropriately maintained. * Review and analytically analyze complex plans and proposals for all projects within TSC to identify utility conflicts and recommend ways to eliminate or minimize these conflicts. * Coordinate and facilitate all aspects of utility relocations needed for MDOT construction projects with effected public and private utilities. Facilitate and lead remote and on-site meetings to discuss utility relocation needs. * Ensure uniformity in utility relocation needs for future construction projects and utility company requests for usage of MDOT right of way. * Organize and coordinate permits utilizing the most current State of Michigan online permits systems. * Utilize survey skills to field locate utilities for the purpose of identifying conflicts. * Assist supervisor in monitoring, coordinating and/or assigning appropriate resources based on operational needs in the areas of operations. Mentor and train Engineer Development Program (EDP) staff, interns, and the permits agent. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **30** | | Oversee and coordinate the final plan preparation process with other divisions, outside agencies, departments, and the general public. Arrange and sets up public meetings. Review plans from department staff, local agencies, and consultants for completeness and adherence to standards.  Recommend changes to design engineers. Resolve complex design issues. Assist construction personnel with questions. | | | | **Individual tasks related to the duty:** |  |  | | * Prepare preliminary and final design plans and proposals for projects with in the TSC area. * Prepare cost estimates and letting packages. * Attend plan reviews and incorporate findings in the plans. * Serve as a technical expert and review plans of other department staff, local agencies and consultants for completeness and adherence to current standards, specifications, and methods.  Provide expertise regarding the design and plan preparation process. * Recommend changes, incorporate experimental and new techniques based on sound engineering judgment. * Participate in pre-letting briefings and pre-construction meetings to explain special design features to contractors. * Participate in post construction reviews to evaluate projects and note suggestions for future projects. * Assist construction personnel with questions related to design plans. * Scope future projects and assist in preparing the five-year plan for the TSC. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Build, strengthen, and maintain the Transportation Service Center internal and external customer base. | | | | **Individual tasks related to the duty:** |  |  | | * Respond to questions from the general public, business organizations, village and city managers, Metropolitan Planning Organizations (MPOs), and rural task forces.  Jointly resolve transportation issues.  Oversee, guide, and instruct others in the resolution of customer concerns. * Develop a "partnering" relationship with external customers. * Proactively meet the operational needs of the external customer. * Continually strive to improve MDOT "image" in association with the Region Transportation Customer Service Representative. * Assist in the management of all aspects involved in the delivery of contractor/MDOT construction contracts. * Understand and resolve technology issues associated with the implementation and operation of TSC communications, computers, and software necessary for associated business processes. * Lead and exemplify the standards of visionary, ensure positive outcomes, people first, professional excellence and character and integrity. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Approval or denial of construction permits or utility relocations when in complete conformance with Department policies, procedures, and guidelines. Determine when input is needed from local agencies, other TSCs, or specialty resource areas. Answering computer questions and methods. Whenever possible, identify recommend and implement improvements in the work methods and materials utilized in the position. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **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 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. Decisions in which the customer impact could result in a negative image for the Department. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Walking on uneven terrain including climbing up and down roadway slopes. Lifting up to 50 pounds. Moving in and out of traffic on foot. Climbing under bridges, over water, wading in water, and working near heavy traffic and construction equipment. Moving around in an office setting including sitting at a computer for long periods of time. Occasional overnight travel to training classes. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Coordinating utility relocations needed for MDOT construction projects with effected public utilities. Reviewing engineering reports, site plans, road plans, and drainage designs to evaluate and approve or disapprove proposed ROW Permit applications. Assist the Development staff in plan preparation. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | |  | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The Kalamazoo TSC covers a four-county area which provides customer service to the public, contract counties, business agencies and municipalities.  This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluation and inspection of bridges and culverts. Active participant in local transportation issues | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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.  **Alternate Education and Experience**  **Transportation Engineer 9 - 12** Possession of a registered professional engineer license as required by the State of Michigan may be substituted for 6 months of experience at the Transportation Engineer 9-12 levels. This substitution may only be used once for any employee for qualification of appointment or early reclassification. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **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 and an assignment while working independently. Ability to apply engineering principles to construction and design problems. Understanding of surveying and record keeping procedures. Computer knowledge. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Valid driver's license.  Continuous training as required or requested.  Should be working toward Professional Engineer registration. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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