

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

Position Code 1. ENGLMGR3A16N

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) Highway Operations
4. Civil Service Position Code Description ENGINEER MANAGER LICENSED-3	10. Division Metro
5. Working Title (What the agency calls the position) Region Bridge Management Engineer	11. Section Development
6. Name and Position Code Description of Direct Supervisor ZABEL, MARJORIE E; ENGINEER MANAGER LICENSED-4	12. Unit Bridge Management
7. Name and Position Code Description of Second Level Supervisor GARZA, JASON M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 18101 W 9 MILE RD; SOUTHFIELD, MI 48075 / 6:00 am - 4:30 pm; Monday - Thursday

14. General Summary of Function/Purpose of Position

This position functions as a first -line professional manager of professional positions in a complex work area serving as the Region Bridge Management Engineer, coordinating and administering the Region business processes for the Region's bridge management, with a focus on bridge inspection, improvement strategies, scoping, and asset management. Responsibilities include maintaining alignment within the Region and with other Transportation Service Centers (TSCs), Regions, Lansing Bureau of Bridges and Structures, and the Federal Highway Administration (FHWA); serving as an active participant on the Michigan Department of Transportation (MDOT) Bridge Committee, and Bridge RFA (Request for Action) Coordination Committee; meeting deadlines, meeting MDOT customer needs, resolving complex issues to ensure successful process, project, and program implementation, managing budgets, and ensuring continued operations for delivery of MDOT services and products.

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: 25

Manage the Region's efforts to optimize the inspection of bridges and culverts. Lead efforts to ensure continual compliance with the CFR requirements for bridge safety inspections. Ensure alignment with Region and statewide policies and guidelines.

Individual tasks related to the duty:

- Oversee the federally mandated bridge and culvert inspection program performed by the Region bridge inspectors to ensure that inspections and documentation are performed within the statutory two-year time requirement.
- Ensure routine, and in-depth inspections are conducted in accordance with the National Bridge Inspection Standards (NBIS) and/or additional guidance provided by the Bureau of Bridges and Structures.
- Review detailed inspections of identified bridge members requiring precise measurement and documentation for bridge load rating and carrying calculations.
- Develop and administer a Quality Assurance/Quality Control (QA/QC) program to ensure uniformity in evaluating, rating, and reporting various bridge element conditions during bridge inspections within the Region.
- Develop, solicit, and administer consultant contracts to perform specialty functions such as underwater inspections or fracture critical member inspections.
- Coordinate staff by scheduling work assignments, setting priorities, and directing work.

Duty 2

General Summary:

Percentage: 20

Develop/manage the Region's bridge improvement strategy. Develop a Bridge Call for Projects in alignment with the strategies developed by the Call for Projects Committee. Ensure appropriate communication with the Bureau of Bridges and Structures when approved strategies cannot be met.

Individual tasks related to the duty:

- Develop a cadence of regular engagement with the Bureau of Bridges and Structures, to ensure immediate, and long-term needs are properly resourced.
- Coordinate with region maintenance staff to develop annual work plans to address bridge conditions not included in capital program improvements through RFAs.
- Ensure RFAs are monitored on a regular basis and engage with the Bridge RFA Coordination Committee in the prioritization, and allocation of funding for projects.
- Meet with the Bureau of Bridges and Structures staff, and other Region Bridge Engineers monthly to discuss bridge program challenges, Bridge Committee, and Bridge RFA Coordination Committee action items.
- Identify and program bridge improvement construction projects consistent with Region Capital Improvement Program investment strategy to create a coordinated, integrated Call for Projects.

Duty 3

General Summary:

Percentage: 20

Manage the Region's bridge assets, including efforts involving emergency response to damaged structures, scoping, load ratings, scour critical action plans, and bridge management plans. Ensure alignment with Region and statewide policies and guidelines.

Individual tasks related to the duty:

- Provide 24-hour emergency response and evaluation of a bridge's structural integrity and ability to support traffic as the result of damage; determine if damaged bridges are to remain open.
- Coordinate emergency response and repairs from the Region crews, Lansing, and/or contractors.
- Initiate, administer and manage consultant contracts for the scoping of future bridge improvement construction projects. This includes developing the scope of service, participating in the consultant selection process, evaluating all deliverables and performing all functions needed to administer the contract.
- Ensure the appropriate bridge condition information is provided to the Load Rating Unit for accurate safety load carry capacity calculations. Ensure Load Rating memos are acted on timely and provide QA/QC on load restricted bridge documentation and posting.
- Create and/or manage scour critical action plans and bridge management plans.
- Set objectives and priorities for mitigation and the reduction of open Bridge RFAs.

Duty 4**General Summary:****Percentage: 15**

Perform as the Region expert on bridge and culvert issues and provide clarity whenever needed for bridge issues within the Region. Ensure alignment with Region and statewide policies and guidelines.

Individual tasks related to the duty:

- Be active in the bridge project development process, and act as a liaison between Lansing Bridge Design, and the Metro Region TSCs, relative to constructability, schedules, initiating and reviewing change requests, and providing supplemental project scoping information to ensure the right fix is performed as part of bridge projects.
- Seek to understand and participate in Bridge policy and decision-making actions in collaboration with the Bureau of Bridges and Structures.
- Represent the Region regarding statewide bridge related issues, including assisting in the development and implementation of a statewide QA/QC program to assure uniformity in bridge inspections and ratings.
- Share knowledge of Federal and State laws pertaining to the inspection, scoping, and managing bridges and culverts.
- Act as a technical resource for bridge inspectors, load raters, and with project managers during design and construction activities. Meet and maintain all Qualified Team Leader status requirements.

Duty 5**General Summary:****Percentage: 15**

Perform the necessary functions of a supervisor and leader of the Bridge Unit.

Individual tasks related to the duty:

- Oversee the area's operating budget and monitor expenditures to ensure compliance as appropriate.
- Mentor inspectors in inspection procedures and structural rehabilitation techniques.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.

Duty 6**General Summary:****Percentage: 5**

Perform other duties as assigned.

Individual tasks related to the duty:

- Promote a positive relationship with the Region and Lansing Bureau of Bridges and Structures, FHWA, and related resources.
- Serve on technical committees.
- Represent the Region at stakeholder meetings.
- Serve as an expert witness.
- Participate on Research Advisory Panels.
- Participate on the Bridge Call For Projects subcommittee.
- 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.

Recommends priorities for bridge needs based upon inspection data, cost data, Regional strategy, available funding, etc. When decisions are required to assign staff to meet multiple priority deadlines. Interpret MDOT policies and guidelines concerning budgeting issues. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, Michigan Occupational Safety Administration (MIOSHA), and the American Association of State Highway and

Transportation Officials (AASHTO) standards and guidelines.

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

When existing policy is unclear, or when changes or variances from existing MDOT policy, guidelines, or procedures are needed. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversial matters, or revisions of specification or contractual matters

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.

Moving in and around an office setting, including remaining in a stationary position at computer for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including climbing up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to traffic, including moving in and out of traffic. Climbing under bridges, wading in water as required. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
SHTEYNVIL, ALEKSANDR F	TRANSPORTATION ENGINEER-A 12	VACANT	TRANSPORTATION ENGINEER-A
VACANT	TRANSPORTATION ENGINEER-A	COXON, LESLIE D	TRANSPORTATION ENGINEER-A 12
EL SISS, MAHMOUD W	TRANSPORTATION ENGINEER-E 9	LEDBETTER, MARK A	TRANSPORTATION ENGINEER-E P11
MAHMOOD, CHAUDHARY A	TRANSPORTATION ENG LIC SPL 2 13	WALSH, ADAM J	TRANSPORTATION ENG LIC SPL 2 13
VACANT	TRANSPORTATION AIDE-E		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 functions as a first -line professional manager of professional positions in a complex work area serving as the Region Bridge Management Engineer, coordinating and administering the Region business processes for the Region's bridge management, with a focus on bridge inspection, improvement strategies, scoping, and asset management. Responsibilities include maintaining alignment within the Region and with other TSCs, Regions, Lansing Bureau of Bridges

and Structures, and FHWA; serving as an active participant on the MDOT Bridge Committee, and Bridge Request for Action Coordination Committee; meeting deadlines, meeting MDOT customer needs, resolving complex issues to ensure successful process, project, and program implementation, managing budgets, and ensuring continued operations for delivery of MDOT services and products.

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 work area is responsible for the management of the Region's bridges and culverts. This position provides the leadership for the unit, responsible for bridge management through inspection, scoping, providing asset management techniques, and other expert services.

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:

Engineer Manager-Licensed 14

Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11; two years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; or, one year equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to:
 - communicate effectively.
 - work as a team member in a total quality environment.
 - make presentations before groups.
 - meet and work effectively with others.
 - work independently in carrying out assignments.
 - communicate to varying segments of the public.
- Knowledge of:
 - design and utility engineering principles permitting practices and policies.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a registered professional engineering license as required by the State of Michigan and must maintain throughout employment in the position.
- Possession of a valid driver's license is preferred.
- Possess status as a Qualified Team Leader (QTL) or possession within one year of the date of appointment. QTL status includes:
 - Successful completion of NHI-130055 Safety Inspection of In-Service Bridges course.
 - Successful completion of 18 hours of approved bridge inspection recurrent training over the last 5 years.
 - Successful completion of the Field Proficiency Exam in the last 2 years.

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

9/9/2026

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