

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

Position Code

1.

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) Office of Aeronautics
4. Civil Service Position Code Description TRANSPORTATION ENGINEER-E	10. Division
5. Working Title (What the agency calls the position) Airport Development and Specifications Engineer	11. Section Engineering Services or Airport Planning and Development
6. Name and Position Code Description of Direct Supervisor VACANT; ENGINEER MANAGER LICENSED-3	12. Unit Project Management
7. Name and Position Code Description of Second Level Supervisor HARTMAN, JAMES C; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Rd. Lansing, MI 48906 / 7:30-4:30PM M-F (may vary)

14. General Summary of Function/Purpose of Position

This position functions as an Engineer performing activities in the Office of Aeronautics to deliver and support the capital improvement projects of Michigan Airports. This supports the Office of Aeronautic mission to develop and preserve a safe high quality state-wide transportation system.

The primary duties of this position include assisting senior engineers or supervisor with oversight and review of airport development projects.

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: 70

Work with senior engineers, supervisor, and other units within the office to facilitate airport development projects and to ensure compliance with federal guidelines, state guidelines, and standard engineering principles and practices. Typical projects include, but not limited to, development of new runways, runway and taxiway extensions, airfield pavement rehabilitations, airport lighting projects, electronic navigational aid projects, terminal buildings, aircraft hangars, and acquisition of land, aviation easements, or specialized airport equipment.

Individual tasks related to the duty:

- Review and analyze engineering design drawings, specifications, construction safety, and phasing plans for compliance with established requirements.
- Attend pre-design, preconstruction and construction meetings.
- Visit current and proposed airport construction sites to observe airport needs, construction progress, and participate in final construction walk throughs.
- Review data from field inspections, status reports, and project closeout reports for compliance with technical requirements. Submit findings to senior engineer/supervisor for review and action.
- Review and approve project payment requests. Ensure work is complete, charges are appropriate, and dates and coding are correct. Assist Aero Finance Operations Unit in resolving discrepancies, processing amendments, final accounting, and audit request.
- Review professional services contracts, including change orders and supplemental agreements to evaluate eligibility of work. Prepare and submit review comments to senior engineer or supervisor for final determination.
- Maintain documentation of official project records and decisions using AeroPM and MDOT ProjectWise. Provide information as needed for Aeronautics Commission, legislative requests, annual and FAA reports, Freedom of Information Act (FOIA) requests and Audits
- Coordinate with senior engineer to provide technical assistance for airports with other Aero and MDOT staff. Typical assistance needs include: engineering consultant selection process, engineering services contract preparation, acquisition process, and cost estimates.

Duty 2

General Summary:

Percentage: 20

Perform specialized duties as assigned by Unit Supervisor or Section Manager.

Individual tasks related to the duty:

- Assist with reviewing existing policies, procedures, guidance documents, specifications, or manuals for inconsistencies or out of date information.
- Assist with design and inspection of statewide programs including crack seal, pavement marking, and the Pavement Condition Index (PCI) program.

Duty 3

General Summary:

Percentage: 10

Review airport sponsors Airport Capital Improvement Plan (ACIP). Determine eligibility per the FAA Airport Improvement Program (AIP) Handbook.

Individual tasks related to the duty:

- Meet with city, county, township, and airport sponsors to review capital improvement needs for the airport. Review proposed projects for funding eligibility and alignment with Michigan Aviation System Plan (MASP) or Michigan Aeronautics Commission (MAC) focus areas.
- Attend annual Michigan Airport Planning meetings.
- Attend Office of Aeronautics funding meetings and review potential projects for funding eligibility per the FAA AIP Handbook.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Interpretation of FAA and MDOT policies and procedures and application of generally accepted engineering practices.

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

Legal or legislative matters; process changes that significantly impact procedures; and program level funding decisions.

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.

This is a standard office environment with extensive computer use. Occasional travel in a state vehicle or on a state aircraft. Some outdoor weather exposure when visiting airports, construction sites, or participating in meetings, events and/or conferences. 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):

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|---|--|
| ☐ 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 an Engineer performing activities in the Office of Aeronautics to deliver and support the capital improvement projects of Michigan Airports. This supports the Office of Aeronautic mission to develop and preserve a safe high quality state-wide transportation system.

The primary duties of this position include assisting senior engineers, supervisor, and other units in the office with oversight and review of airport development projects. Typical projects include, but not limited to, rehabilitation and reconstruction of runway and taxiway pavements, airfield pavement rehabilitations, airport lighting projects, and specialized airport equipment.

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?

This position functions inside the Office of Aeronautics Airport Planning and Development Section, which is responsible for a variety of Federal and State Grant Programs that serve Michigan's public use airports. This position assists in administering these programs per federal and state guidelines and requirements and provides technical assistance to sponsors and consultants and to carry out the program.

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.

Possession of a Bachelor of Science degree in Civil Engineering degree is preferred.

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.

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:

- Organize and direct multi-phased projects.
- Communicate effectively with individuals and small groups.
- Operate engineering tools such as surveying equipment and computers.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

N/A

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

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