

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

Position Code 1. TRNSTCHEB75R

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) Bureau of Bridges and Structures
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-E	10. Division Structure Project Division
5. Working Title (What the agency calls the position) Transportation Technician	11. Section Structure Construction Section
6. Name and Position Code Description of Direct Supervisor FILCEK, MATTHEW; ENGINEER MANAGER LICENSED-3	12. Unit Structural Fabrication Unit
7. Name and Position Code Description of Second Level Supervisor LIPTAK, RICHARD E; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position performs metals testing, fabrication inspection, and material sampling. Stores and distributes final metals test reports. Schedules and performs routine and as-needed maintenance and calibrations on laboratory equipment. Assists with the evaluation of new test methods and equipment and shares process improvements and innovations with supervisor. Supports other personnel with technical assistance regarding metals testing, specifications, and procedures. Performs fabrication inspection of simple structural precast concrete and bridge/structural steel fabricated products. Assists with visual inspection of fabricated products after they arrive in the field. Assists with other duties assigned by supervisor.

This position requires possession of a valid driver's license to perform fabrication and field inspections and collaboration with vendors/conferences.

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

Metals Testing: Logs, reviews documentation, prepares, tests (quality assurance (QA), certification verification, tested stock, new manufacturer, and informational), reports, and distributes sample results. The following is a general list of metal products that are tested: high strength bolt, anchor bolt, studs, bar reinforcement, welded wire reinforcement, structural steel plate, dowels, guy wire, aluminum plate, prestressing strand, etc. See the Michigan Department of Transportation (MDOT) Material Source Guide for a comprehensive list; however, project special provisions may contain non-standard products that are required to be tested for acceptance.

Individual tasks related to the duty:

- Logs samples as they are received and creates sample test report using commercial software.
- Performs desktop review of sample documentation and prepares and tests samples according to applicable testing procedures using hand and power tools and hydraulic load frames. Examples include tape measure, thread pitch gauge, flashlight, band saw, drill press, coating measurement tools, vise, wire bend tools, grinders, universal tension/compression load frames for axial testing, etc.
- Enters test results into commercial software and notifies supervisor when reports are ready for review and approval.
- Stores approved test reports in ProjectWise and MDOT OneDrive.
- Responds to inquiries on testing status and results.

Duty 2

General Summary:

Percentage: 25

Fabrication Inspection: Performs material sampling, fabrication inspection, material stockpile payment inspections, and shop and field fabrication related assistance.

This duty requires possession of a valid driver's license to perform fabrication and field inspections.

Individual tasks related to the duty:

- Samples material (e.g., high strength bolts, anchor bolts, prestress strand, bar reinforcement, welded wire reinforcement, etc.) that is incorporated into the project and is stored at the fabrication plant.
- Performs visual inspection of fabricated/manufactured products delivered to the field for QA purposes.
- Performs stockpile payment inspections at fabrication facilities.
- Performs fabrication inspection of non-prestressed structural precast concrete and simple structural steel products in accordance with the MDOT Structural Fabrication Quality Manual (SFQM) and applicable inspection & test plan (ITP).

Duty 3

General Summary:

Percentage: 10

Provides metals technical support, participates in American Association of State Highway and Transportation Officials (AASHTO) Resource and Cement and Concrete Reference Lab (CCRL) testing for Metals Lab accreditation, maintains and repairs laboratory equipment and supplies, and assists with equipment calibrations, procedural and program updates, and annual workshops as needed.

This duty requires possession of a valid driver's license to perform fabrication and field inspections and for collaboration with vendors and at conferences.

Individual tasks related to the duty:

- Provides metals laboratory technical assistance regarding sample submission and documentation requirements, testing requirements, basis of acceptance, etc.
- Prepares samples for and assists supervisor with annual AASHTO Resource assessment, CCRL testing, and internal audits.
- Performs routine maintenance and repairs to laboratory equipment, assists supervisor with procuring vendor(s) to assist with non-routine laboratory equipment maintenance and repairs.
- Calibrates equipment as required to meet specifications and facilitate re-stocking of laboratory supplies.
- Assists supervisor with procedural and program updates.
- Assists supervisor with annual fabrication unit workshops.

Duty 4

General Summary:**Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- 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.

- Schedule and prioritize metals testing based on order samples received and expedited testing requests.
- Maintain a safe working environment, adjusting set-ups as needed, and cleaning up work after each shift.
- Determine required testing based on laboratory testing procedures.
- Respond to metals testing status requests and technical questions.
- Schedule and perform routine maintenance and calibrations as needed.
- Schedule and prioritize fabrication inspection and shop and field assistance work with supervisor.

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

- Non-routine testing.
- Any repair or disassembly of major laboratory equipment.
- Approval of equipment and supply purchase requests.
- Preparation for AASHTO Resource assessment and CCRL testing.
- Leave and overtime requests.
- Prioritizing metals testing and shop/field assistance.

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.

Transporting up to 80 pounds occasionally and 60 pounds often. Remaining in a stationary position for extended periods of time with occasional use of ladders, power tools, safety glasses, hearing protection, work gloves, push carts, operating a bucket truck, and operating a fork truck. Daily exposure to elevated noise levels, concentrated dust and grit, and hazardous chemicals. Occasional use of hydraulic machinery and changing of fixtures and grips for load frames. Frequent exposure to cold and hot environments. This position requires possession of a valid driver's license. 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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 performs metals testing, fabrication inspection, and material sampling. Stores and distributes final metals test reports. Schedules and performs routine and as-needed maintenance and calibrations on laboratory equipment. Assists with the evaluation of new test methods and equipment and shares process improvements and innovations with supervisor. Supports other personnel with technical assistance regarding metals testing, specifications, and procedures. Performs fabrication inspection of simple structural precast concrete and bridge/structural steel fabricated products. Assists with visual inspection of fabricated products after they arrive in the field. Assists with other duties assigned by supervisor.

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 performing metals testing of products that are incorporated into the project. This position assists the work area by performing sampling and testing of metals to assure conformance to project specifications and provides test results to stakeholders in a timely manner. The work area is also responsible for providing shop and field fabrication and erection assistance to the project office for structural precast concrete and structural steel fabricated products. This position assists the work area by performing field and fabrication inspection related activities.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate degree in concrete technology, civil technology, construction technology, surveying technology, construction management, mathematics, or computer science.

EXPERIENCE:

Transportation Technician 8

No specific type or amount is required.

Transportation Technician 9

One year of experience equivalent to a Transportation Technician 8.

Transportation Technician E10

Two years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician 9.

Alternate Education and Experience

Transportation Technician 8 - 12

Possession of a bachelor's degree or higher in an Applied Science or Science with 16 semester hours (24 term) credits in job specific or related course work qualifies for the Transportation Technician E10 level.

OR

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in

the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the education requirement.

OR

Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic may be substituted for the education requirement.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and one year of technician level field experience may be substituted for the education requirement.

OR

Three years of experience equivalent to a Transportation Maintenance Worker 9, Transportation Maintenance Supervisor, or Transportation Maintenance Coordinator may be substituted for the education requirement.

OR

Current certification in bituminous (hot mix), concrete, density, or aggregate and two years of experience equivalent to an Engineering Assistant may be substituted for the education requirement.

OR

Current certification in bituminous (hot mix), concrete, density, or aggregate and completion of 16 semester (24 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Mathematics for testing calculations.
- Tools and basic maintenance.
- Computers to work extensively with a database for testing and reporting.
- Current proficiency testing procedures.

Ability to:

- Comprehend and carry-out oral and written instructions.
- Review and comprehend State and National (ASTM and AASHTO Standard Specifications) on a daily basis.
- Communicate effectively utilizing various modes of communication.
- Operate metals destructive testing equipment.
- Work closely with others in a team environment.
- Work in an area that strives to continuously learn (shadowing, informal training, and formal training), adapt with innovations, improve work processes, document institutional knowledge, and promote higher quality and efficiencies.
- Work in an area that meets operational needs through active management and data collection and analysis.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must maintain throughout employment in the position.
- Possession of the following within 12 months of the date of hire into the position and must maintain throughout employment in the position:
 - Michigan Concrete Association (MCA) Level I Concrete Field Testing Technician Certification.
 - American Concrete Institute (ACI) Field Testing Technician – Grade I Certification.
 - Precast/Prestressed Concrete Institute (PCI) Level II Certification.

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.

KELSEA COLE

9/2/2026

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