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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transportation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Highways</td>
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</tbody>
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<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Engineer A (12)</td>
<td>Metro Region</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Area Engineer</td>
<td>Operations</td>
</tr>
<tr>
<td>Transportation Engineer 12</td>
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</tbody>
</table>

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>John F. Sanford</td>
<td>Taylor Transportation Service Center</td>
</tr>
<tr>
<td>EML 14</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>G orette Yung</td>
<td>6510 Telegraph Road</td>
</tr>
<tr>
<td>SAM 15</td>
<td>Taylor, Michigan 48180</td>
</tr>
<tr>
<td></td>
<td>M-F 7:30 - 4:00, overtime as required</td>
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</tbody>
</table>

14. General Summary of Function/Purpose of Position

This senior level position serves as the technical expert providing guidance and performance measurement for all phases of the Property Damage Reclamation Process (PDRP) in the Taylor Transportation Service Center (TSC). The position is also responsible to ensure appropriate maintenance repairs along with accurate and timely responses as part of PDRP.

This position is the resource to manage all private/vendor contracts for maintenance work under M-projects or through SIGMA. This position is also responsible for reviewing, analyzing, interpreting and completing reports for the maintenance contracts and contract budget in the Taylor TSC and will work with the Operations and Maintenance Field Engineer to manage and monitor the TSC maintenance budget.

Oversee and assign appropriate resources for all work associated with PDRP, including implementing any contracts and facilitating necessary information and appropriate documentation.
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

<table>
<thead>
<tr>
<th>General Summary of Duty 1</th>
<th>% of Time</th>
<th>30</th>
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</thead>
<tbody>
<tr>
<td>Serve as the technical expert in all phases of the Property Damage Reclamation Process (PDRP) in the Taylor TSC, providing guidance, performance measurement of tasks, quality control review and direction associated with the process.</td>
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</table>

**Individual tasks related to the duty.**

- To determine the most cost-effective maintenance activities needed to address the repairs as part of the PDRP.
- Oversee the implementation, documentation and completion of the repairs as part of the PDRP.
- Possess knowledge in PDRP including but not limited to coordination with police, emergency responders, contractors and contracting agencies for repairs, administrative supports and attorney general for damage reclamation. Coordinate with state and local police forces for timely police reports (UD-10) and related information.
- Work with first emergency responders for repairs directly related to major incidents.
- Responsible for non-local agency maintenance contracts and work with maintenance agencies for timely repairs.
- Coordinate with field supports and other staff to ensure accurate and timely response as part of PDRP program.
- Work with the attorney general to represent MDOT for PDRP related inquiries.
- Address questions and inquiries related to PDRP.
- Provide periodic reports and facilitate audits of PDRP and ensure progress and improvements of the process.

### Duty 2

<table>
<thead>
<tr>
<th>General Summary of Duty 2</th>
<th>% of Time</th>
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<tbody>
<tr>
<td>Establish, implement, oversee and manage vendor (non-local agency) maintenance contracts to ensure system functionality along with accurate and timely repairs as part of PDRP in the Taylor TSC area. This position will be responsible for all M-projects and vendor contracts, through SIGMA, under the responsibility of the Taylor TSC area.</td>
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</table>

**Individual tasks related to the duty.**

- Oversee and manage vendor contracts by establishing scopes of work, developing cost estimates, develop Request for Proposals (RFP), reviewing vendor proposals, coordinating vendor selection and contract award process, resolving contract issues, negotiating contract changes, acceptance of work, recommending vendor payments, and preparing vendor performance evaluations.
- Manage maintenance contracts let in MDOT construction letting system as M-projects.
- Assisting the incident responders for coordination of emergency contracts and other contracts for repairs.
- Be the resource for all maintenance contracting with private vendors and procurement through SIGMA or other procurement software programs used by the Department.
- Be responsible for TSC maintenance contract budget and work with TSC Operations Engineer and TSC Maintenance Field Engineer to manage and monitor the TSC maintenance budget.
- Coordinate efforts of stakeholders including cities, region (including two garages) and Lansing for specific maintenance work efforts.
Duty 3

General Summary of Duty 3 % of Time 10
Oversee, approve, accept work and coordinating staff/resources for all work related to the Property Damage Reclamation Process (PDRP)

Individual tasks related to the duty.
Provide guidance, review, approve and accept work to ensure substantial compliance to plans, specifications, standards and policies.

Oversee and manage the use of: work orders, contracts, progress clauses, invoices, daily work plans (including labor and materials, locations and date of repairs, pictures of before and after the repairs) and other related contract documents.

Assigning and monitoring appropriate resources to facilitate necessary information and appropriate documentation for all maintenance repairs and activities related to PDRP. Secure and verify accuracy of information, then match with the correct UD-10 for submittal in PDRP program, in a timely manner. Manage UD-10 and facilitate the appropriate information for timely repairs.

Duty 4

General Summary of Duty 4 % of Time 10
Manage the MDOT Local Agency contracts for communities in the Taylor TSC area.

Individual tasks related to the duty.
Be the liaison between MDOT and the local communities.

Work directly with the local city staff to coordinate the needs on the MDOT system and the city resources to meet MDOT needs

Review and approve, in the LAPS software, the city invoices
### Duty 5

**General Summary of Duty 5**

% of Time 15

Establish and maintain system to inventory the as built plans. Be involved with the region's call for projects program to ensure Taylor TSC needs are presented.

**Individual tasks related to the duty.**

- Organize the as built plans for the Taylor TSC.

Be familiar with region's call for projects program and the history of work efforts outlined by the Taylor TSC for MDOT infrastructure.

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### Duty 6

**General Summary of Duty 6**

% of Time 5

Act as a backup Emergency Responder during major events

Other duties as assigned.

**Individual tasks related to the duty.**

- Respond to incidents that involve potential damage to the State infrastructure and may involve serious of fatality to users of the highway system

and 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.

Making decisions within the limits of existing rules, regulations and guidelines, and where issues are clear and do not involve or affect policy decisions. Projects, co-workers, contractor, and the public are affected by these decisions.

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

Any decision when MDOT or FHWA requirements or policies are in question, or the issue is unclear; when extras, overruns and scope changes are required; when ITS issues are complex or outside of employee's technical knowledge or affect the region-wide system; when decision may be required from the executive level.

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.

This position is a combination of office work and field work, working in the most populated and congested areas of the state. Normal physical effort to sit, stand or walk in an office setting as well as on the site of active construction projects. Duties require lifting of heavy plans and supplies (up to 45 lbs), sitting for extending periods of time, walking on uneven terrain and/or steep slopes and/or live traffic, driving long distance, moving in and out of traffic and driving freeway shoulders and congested surface roads. Occasional overnight travel may be necessary. Employee is required to visit State offices and field offices. The position may involve work in inclement weather and where traffic may be hazardous.

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.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS TITLE</th>
<th>NAME</th>
<th>CLASS TITLE</th>
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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; duties completed by the hiring manager.

23. What are the essential functions of this position?
Administer the Property Damage Reclamation Process for the Taylor Transportation Service Center.
Responsible for all non-local agency maintenance contracts for the Taylor Transportation Service Center
Interact, professionally with both internal customers (including but not limited to Lansing DTMB, MDOT Taylor staff, Attorney General staff, Lansing Central Maintenance staff, etc) and external customers (including but not limited to contractors, public safety officials, etc.).

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
None.

25. What is the function of the work area and how does this position fit into that function?
The work area is the Operations/Maintenance section of the Taylor Transportation Service Center and the position is critical to monitor, document and assist with the recovery of costs incurred to repair the infrastructure from damages by the motoring public.
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 Civil Engineering or in Civil and Environmental Engineering.

EXPERIENCE:
Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to Transportation Engineer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Driver's License

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.