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>Vacant</td>
<td>Transportation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>Highway</td>
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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 9 - P11</td>
<td>Operations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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</thead>
<tbody>
<tr>
<td>Assistant Region Construction Engineer</td>
<td>Construction</td>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Jay Maufort, Engineer Manager – Licensed 3 (14)</td>
<td>North Region</td>
</tr>
</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>William Wahl, State Administrative Manager - 1 (15)</td>
<td>North Region Office or TBD</td>
</tr>
<tr>
<td></td>
<td>Mon - Fri - 7:30am – 4:30pm (hours may vary)</td>
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</table>

14. General Summary of Function/Purpose of Position

Assist with the administration of local agency and trunkline construction activities. Assist in the coordination and administration of the Region business processes for state and local construction engineering, with a focus on quality assurance, material testing, work zone safety and mobility, contract modifications, extension of times, prompt payment, prevailing wages, DBE program, claims, final reviews, and project finalizing. Assist in maintaining alignment within the Region and with other TSCs, Regions, Lansing, and the Federal Highway Administration (FHWA). Assist the Region’s technical experts on paving materials during and after construction. Manage and oversee contracts associated with materials testing.

The engineer is charged with meeting deadlines, meeting MDOT customer needs, resolving issues to ensure successful process, project, and program implementation, 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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary of Duty 1</th>
<th>% of Time</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform quality assurance reviews of the Region's state and local construction operations.</td>
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</table>

**Individual tasks related to the duty.**

- Plan, schedule, and conduct project reviews on local agency projects in accordance with current department guidelines to assure project records are complete and accurate and that construction practices are in accordance with applicable state and federal requirements. Coordinate the resolution of any deficiencies to assure closeout of local agency projects within 120 days of the approved contract completion date.
- Maintain records on the status of final reviews of projects managed by non-certified local agencies and TSC construction engineers. Track overdue final estimates and report quarterly. Develop recommendations to improve the project closeout process and reduce overdue final estimates.
- Monitor and ensure construction compliance and effectiveness, with a focus on work zone enforcement reporting, and work zone traffic control QA, SESC/NPDES compliance, contract modifications, extension of times, prompt payment, prevailing wages including job site poster review, DBE program, maintain project claims database, final reviews, project finalizing and overtime management, etc.
- Assist in organizing and scheduling Region claims meetings and assist in the write-ups, when requested.
- Monitor construction costs, contract modifications, and approval processing.
- Measure and report on state and local construction cost, schedule, and quality results.
- Serve as the liaison between Lansing and the Region for local agency issues and compliance.
- Provide guidance and assist TSCs in local agency oversight as required and/or requested.

<table>
<thead>
<tr>
<th>Duty 2</th>
<th>General Summary of Duty 2</th>
<th>% of Time</th>
<th>30</th>
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<tbody>
<tr>
<td>Assist the Region's technical experts on pavement materials during and after construction.</td>
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</table>

**Individual tasks related to the duty.**

- Monitor pavements for short and long-term performance. Coordinate field and plant issues with the TSCs, contractors, consultants, Region TMI, and region labs with technical experts within the Construction Field Services Division, other offices, and the Federal Highway Administration.
- Track the performance of various pavement types over time and report on performance trends. Analyze and research the reasons for positive or negative performance and provide recommendations that can be incorporated into the pavement design selection process.
- Assist the Region Soils Engineer in the development of pavement design recommendations for North Region projects. Be familiar with MDOT pavement selection guidelines, Life Cycle Cost Analysis, and understand how it is used at MDOT for pavement selection process.
- Serve as the Region's resource for administration of the warranty program, including SWAD administration, participating and tracking warranty inspections (both interim and final), and participating in warranty disputes and/or conflict resolution teams.
Duty 3

General Summary of Duty 3  % of Time 15

Develop and manage Region-wide consultant contracts for the Region Construction Engineering section.

Individual tasks related to the duty.

• Serve as the project manager for contracts.
• Develop scopes of services, budgets, and requests for proposals based on anticipated work load and available staffing.
• Review and process invoices and complete all required performance reviews of consultants.
• Monitor status of contracts and remaining budgets. Work with the Region Construction Engineer and the Region Materials Supervisor to develop an action plan if contract budget is insufficient to cover all required work.

Duty 4

General Summary of Duty 4  % of Time 5

Perform other duties as assigned.

Individual tasks related to the duty.

• Serve on technical committees.
• Assist with project scoping.
• Represent the Region at stakeholders meetings, if requested.
• Participate in Post Construction Review meetings, if requested.
• Respond to questions from the public, business organizations, local governments, and rural task forces.
**Duty 5**

**General Summary of Duty 5** % of Time _____

**Individual tasks related to the duty.**

- 

**Duty 6**

**General Summary of Duty 6** % of Time _____

**Individual tasks related to the duty.**

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

Interpret MDOT policies and guidelines concerning construction issues and being able to meet multiple priority
deadlines. Decisions relative to engineering principles and practices consistent with MDOT, FHWA, MIOSHA, and
AASHTO standards and guidelines. Whenever possible identify and recommend improvements in the work methods
utilized in the position.

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 is 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 sitting at a 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 on foot. Requires good physical
condition and agility. Climbing under bridges, wading in water as required.

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.

23. What are the essential functions of this position?
Assist with the administration of Local Agency and Trunkline construction activities. Assist in the coordination and administration of the Region business processes for state and local construction engineering, with a focus on quality assurance, material testing, work zone safety and mobility, contract modifications, extension of times, prompt payment, prevailing wages, DBE program, claims, final reviews, and project finalizing. Assist in maintaining alignment within the Region and with other TSCs, Regions, Lansing, and the Federal Highway Administration (FHWA). Assist the Region’s technical experts on paving materials during and after construction. Manage and oversee contracts associated with materials testing.

24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.
Updated location to North Region Office or TBD. Also updated minimum education box.

25. What is the function of the work area and how does this position fit into that function?
The function of the work area is to perform construction engineering oversight and material testing and oversight. This position serves as the Assistant Region Construction Engineer within the Operations Section of the Region office.
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 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.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to organize and set priorities for work assignments. Ability to communicate effectively, including making presentations to groups. Ability to maintain records, prepare reports, and correspondence related to work. Ability to promote and maintain favorable public relations. Knowledge of MDOT management systems, processes and procedures. Knowledge of engineering principles. Knowledge of scientific principles related to transportation. Knowledge of mathematics used in engineering work.

CERTIFICATES, LICENSES, REGISTRATIONS:
Possession of a valid drivers license is required.
Continuous training as required or requested.
Desirable to be licensed or should be working toward a State of Michigan Professional Engineering 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.

_________________________  _______________________
Appointing Authority Signature       Date

TO BE FILLED OUT BY EMPLOYEE

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

_________________________  _______________________
Employee’s Signature       Date

NOTE: Make a copy of this form for your records.