

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

Position Code

1. TRMTWKREC16R

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 TRANSPORTATION MAINT WORKER-E	10. Division University Region
5. Working Title (What the agency calls the position) Transportation Maintenance Worker 6-E8	11. Section Brighton TSC
6. Name and Position Code Description of Direct Supervisor DANFORTH, GERALD F; TRANSPORTATION MAINT SPV-2	12. Unit Monroe Garage East
7. Name and Position Code Description of Second Level Supervisor HEIDELBERG, CRAIG; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work 10399 Telegraph Road, Carleton, MI 48117 / Mon.-Fri., 7:00-3:30 (hours may vary)

14. General Summary of Function/Purpose of Position

Maintenance of State trunk lines within the right of way. The work area is generally within a garage geographic area, however, work may be assigned anywhere within the region. Special assignments may be outside the Region area. Employee must be skilled to operate equipment used in a typical maintenance garage. The major equipment used is listed in the following duties (15). Employees in this class are required to participate in the work element system and travel to assigned work areas. Operate a motor vehicle or vehicle/trailer combination with a Gross Weight Rating (GVWR) of more than 26,000 pounds when operating dump truck, snowplow, etc.

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: 75

Perform all surfaces, roadside general maintenance, and winter maintenance activities listed in MDOT's "TAMS Activity Maintenance Guides" Operate and train employees in various operations.

Individual tasks related to the duty:

- Patrol patching, crack filling, litter pick-up, repair steel guardrail, snow removal, sign maintenance, seal patching, tree removal, mowing, right-of-way fence repair, salting and sanding pavements, and delineator maintenance.
- Operate the following heavy motorized equipment during the performance of these activities: six-ton dump truck for hauling maintenance materials and supplies to job site, nine-ton truck equipped with winter attachments such as metered salt hopper boxes, underbody scrapper blades, snowplows, etc., front-end loader to load salt and other maintenance materials, tractor with attachment such as a backhoe loader, bucket, rotary mower, one-ton dump truck, motor grader and roller.
- Operate powered equipment such as a chain saw for cutting trees and posts, brush chipper, tar kettle, air compressor and air-powered tools such as an air hammer, electric tools, generator, and pavement router, etc.
- Perform manual labor tasks in the performance of the above activities such as shoveling stones and asphalt materials, unloading materials from truck bed, carrying and setting up signs for temporary lane closures, clearing roads and shoulder of dead animals.
- Perform highway maintenance work used hand tools such as a shovel, sledgehammer, rake, post-hole digger, etc.
- Participate in encouraging all employees to work together to accomplish required planning, scheduling, and completion of maintenance tasks.

Duty 2

General Summary:

Percentage: 10

Service and cleaning of equipment, grounds and garage.

Individual tasks related to the duty:

- Performs equipment servicing and cleaning, garage facilities, and ground activities.

Duty 3

General Summary:

Percentage: 5

May be required to operate abrasive blasting equipment and enter confined spaces which require the use of air-fed hooded respirator, negative or positive pressure respirator. The physical requirements is to pass an annual medical exam for use of this equipment.

Individual tasks related to the duty:

- Operate abrasive blasting equipment, knowledge of laws, regulations, and proper procedures for entering confined spaces and the ability to enter confined spaces. Which both require the use of air-fed hooded respirator or negative or positive pressure respirator.

Duty 4

General Summary:

Percentage: 5

Operate specialized equipment.

Individual tasks related to the duty:

- Operate the following specialized maintenance equipment such as backhoe, excavator, motor grader, dozer, Unimog, boom mower, roller, aerial equipment, etc.

Duty 5

General Summary:

Percentage: 5

Miscellaneous work.

Individual tasks related to the duty:

- Perform related work as assigned by supervisor.

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

- Exercise judgement to select and apply the most appropriate guideline from available alternatives.
- Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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

When assignment is unclear or involves a policy decision or when alternative methods are used in the repair or replacement of anything within the right-of-way.

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.

- Working long and odd hours, outside in all kinds of weather, working on roadway in high traffic areas, working with chemicals, jack hammers, and the wearing of personal protective equipment. Manual labor involves lifting and carrying heavy tools and materials. Able to lift up to 100 pounds. Also requires bending, twisting, and stooping many times a day, and working at heights up to 50 feet.
- The employee is required to operate vehicle or a vehicle/trailer combination with a GVWR of 26,001 pounds or more.
- Be available outside normal working hours for maintenance operations, in all weather conditions.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Responsible for participating in team managed work groups, and maintenance of state trunk line for assigned geographic area.

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?

Responsible for maintenance of state trunk line for an assigned geographic area, it takes this position to maintain this function.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Transportation Maintenance Worker 6

No specific type or amount of experience is required

Transportation Maintenance Worker 7

One year of experience equivalent to a Transportation Maintenance Worker 6 or Laborer E6 with experience in roadway, roadside, bridge, or sign maintenance, or pavement marking.

Transportation Maintenance Worker E8

Two years of experience equivalent to a Transportation Maintenance Worker, including one year equivalent to a Transportation Maintenance Worker 7; or, one year of skilled trades experience at the E9 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of:
 - proper methods of traffic work zone controls/signing/safety precautions
 - operation of equipment and powered/hand tools
 - procedures for performing pre-inspection of equipment; safety policies/procedures; procedures and methods used in maintenance activities.
- Acquire knowledge of:
 - facility PIP Plan.
 - current safety policies and procedures.
- Ability to:
 - make repairs to equipment and facilities.
 - understand and follow directions/instructions.
 - communicate effectively.
 - work in inclement weather.
 - wear Personal Protective Equipment (PPE).
 - operate equipment in a safe manner.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Position requires a valid Commercial Driver's License (CDL A) Group A with either an N or X endorsement and must be qualified to operate air brakes. **If the selected has a CDL B and/or no N or X endorsement, they will be required to obtain a Group A CDL with either an N or X endorsement within twelve months of the appointment.
- Successful completion of the MDOT snow plow school and passing snow plow course test.
- Satisfactory completion of MDOT's Transportation Maintenance Work Element Training and Certification Program required for the specific level.

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.

STACI ERICKSON

8/29/2024

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