

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

Position Code 1. TRMTWKREA41R

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) Highways Operation
4. Civil Service Position Code Description TRANSPORTATION MAINT WORKER-E	10. Division Grand Region
5. Working Title (What the agency calls the position) Transportation Maintenance Worker	11. Section Operations
6. Name and Position Code Description of Direct Supervisor REHKOPF, CALVIN; TRANSPORTATION MAINT SPV-2	12. Unit Reed City Garage
7. Name and Position Code Description of Second Level Supervisor PERKINS, CURTIS W; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work 19424 US-10, Reed City, MI / Hours&Shifts(incld wknds)-vary at mgmt discretion

14. General Summary of Function/Purpose of Position
Maintenance of state trunklines within the right-of-way for Region Maintenance Crew in the Grand Region. The incumbent will operate various pieces of equipment used in Bridge, Forestry, Sign, and Winter Maintenance operations. The incumbent is required to participate in the Michigan Department of Transportation (MDOT) Transportation Maintenance Worker (TMW) work element program and travel with a crew in the assigned geographic area. Winter months are spent performing winter maintenance duties and the incumbent may work Region-wide while on temporary winter assignment to Maintenance Garages.

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 work activities using manual labor as well as various equipment. Participate in TMW work element program.

Individual tasks related to the duty:

- Activities include, but are not limited to, bridge sandblasting, bridge painting, bridge deck removal and repair, snow plowing, sign maintenance, tree removal, mowing, right-of-way fence repair, and salting and sanding pavements.
- Operate and train other employees in the following heavy motorized equipment during the performance of these activities: lift bed truck, hydraulic crane, stake truck, truck mounted aerial device, pickup truck, abrasive blasting equipment, air hammer, spray painting equipment, air compressor, loader, backhoe, 26,000 plus Gross Vehicle Weight Rating (GVWR), and dump truck with snow removal attachments.
- Participate in encouraging all employees to work together to accomplish required planning, scheduling, and completion of maintenance tasks.

Duty 2

General Summary:

Percentage: 10

Perform equipment servicing and cleaning of garage facilities and grounds.

Individual tasks related to the duty:

- Perform equipment servicing and cleaning.
- Maintain garage facilities.
- Maintain grounds.

Duty 3

General Summary:

Percentage: 5

Operate abrasive blasting equipment and enter confined spaces which requires the use of an air-fed hooded respirator or negative or positive pressure respirator. The physical requirements is to pass the 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.
- Both activities above require the use of an air-fed hooded respirator or negative or positive pressure respirator.

Duty 4

General Summary:

Percentage: 5

Operate specialized maintenance equipment.

Individual tasks related to the duty:

- Aerial devices.
- Bridge inspection equipment.
- Sky genie device.
- Chain saws.
- Brush chippers.
- Other equipment as necessary.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

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 judgment 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 outside in all kinds of weather daily. Must have ability to traverse rough ground and high structures. Perform manual labor which involves transporting heavy tools and materials weighing up to 100 pounds. Operate a 60- to 90-pound jackhammer. Requires bending, twisting, and stooping many times a day and working at heights up to 66 feet from a bucket truck. Work hazards include working on roadway in traffic, working with chemicals, and wearing personal protective equipment. Work hours may vary and may require seasonal reassignment and occasional overnight travel. 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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

Maintenance of state trunklines within the right-of-way for Region Maintenance Crew in the Grand Region. The incumbent will operate various pieces of equipment used in Bridge, Forestry, Sign, and Winter Maintenance operations. The incumbent is required to participate in the MDOT TMW Work Element System and travel with a crew in the assigned geographic area. Winter months are spent performing winter maintenance duties and the incumbent may work Region-wide while on temporary winter assignment to Maintenance Garages.

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 trunkline 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 with the required MDOT work elements.

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 with the required MDOT work elements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Operate equipment efficiently and safely.
- Read and understand written and oral instruction.
- Identify, recommend, and implement improvements in work area.

Knowledge of:

- Heavy machinery/equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid Commercial Driver's License (CDL) is required at the time of hire. Possession of a CDL Group A with N or X endorsement and no air brake restrictions is required within 12 months of the date of hire.

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

Appointing Authority

2/15/2024

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