

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 BRIDGE AUTHORITIES-MACKINAC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description STEEPLEJACK-E	10. Division Mackinac Bridge
5. Working Title (What the agency calls the position) Steeplejack 7-E9	11. Section Bridges
6. Name and Position Code Description of Direct Supervisor SHAMPINE, JOSEPH C; TRANSPORTATION MAINT SPV-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor SHAMPINE, JOSEPH C; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work N415, I-75, St. Ignace, MI / 7:30 am - 4:00 pm Monday - Friday (hours may vary)
14. General Summary of Function/Purpose of Position Perform maintenance, repairs and follow all safety regulations over water ways and above 300', sandblasting, painting, washing, greasing, oiling, bolting, caulking, forming, cement work and inspections of the Mackinac Bridge using various tools, equipment, materials, and specialized knowledge and principles of maintenance trades. Perform concrete repairs on substructure, deck, curbs, sidewalks and bituminous surfaces. Perform all related work required on all approaches, buildings, and right of ways.	

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: 40**

Painting/Sandblasting

Individual tasks related to the duty:

- Operate compressors, sandblasters, and perform sandblasting to high level bridge steel. This includes rigging and erecting safe work stages and scaffolds at above normal working heights.
- Perform painting of high-level bridge steel with the use of brushes, rollers, airless and conventional spray equipment.

Duty 2

General Summary: **Percentage: 40**

General Maintenance

Individual tasks related to the duty:

- Perform preparation of work in placing of concrete which includes operation of jackhammer, forming, and finishing of concrete.
- Perform concrete and expansion joint repair, welding, repair to structural members, fabrication of repair items, and cable maintenance.

Duty 3

General Summary: **Percentage: 10**

Building and ground maintenance

Individual tasks related to the duty:

- Perform and assist in minor carpenter work, painting, plumbing, electric work, general maintenance and other associated minor maintenance tasks on the buildings and other properties of the MBA.

Duty 4

General Summary: **Percentage: 10**

Miscellaneous

Individual tasks related to the duty:

- Maintain upkeep of complete roadway on Mackinac Bridge, plaza area and surrounding properties which includes snow and ice removal.
- Perform traffic control, when necessary, to accomplish required maintenance, including setting up for wind escorting and provide contractors access to the bridge.
- Perform security checks as needed which requires the use of travelers, climbing up to the towers and down on the piers.
- Assist in performing escort duties of over width trucks, hazardous materials, high profile vehicles in high winds and assist drivers across the bridge, picking up debris from structure and assisting motorist with minor breakdowns and other general maintenance activities.
- Assist in special events, wind assignments, snowmobile crossing and driver assistance programs.
- Perform other duties as directed or assigned.

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

When to start or stop work in different traffic situations due to safety considerations or weather conditions. 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.

Questions involving department policies, standards, guidelines and procedures.

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.

- Ability to climb steel to unusual heights and rig scaffolding in difficult and dangerous situations.
- This position requires bending, lifting and carrying heavy weights of up to 50 pounds.
- Work in heavy traffic and inclement weather and confined spaces.
- Be available outside of 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| 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?

Perform maintenance, repairs and follow all safety regulations over water ways and above 300', sandblasting, painting, washing, greasing, oiling, bolting, caulking, forming, cement work and inspections of the Mackinac Bridge using various tools, equipment, materials, and specialized knowledge and principles of maintenance trades. Perform concrete repairs on substructure, deck, curbs, sidewalks and bituminous surfaces. Perform all related work required on all approaches, buildings, and right of ways.

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 function of the work area is to maintain the bridge, buildings, and properties of the Mackinac Bridge Authority. This position provides the skilled labor.

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:

Steeplejack 7

No specific type or amount is required.

Steeplejack 8

Two years of experience assisting skilled trades workers in the Steeplejack trade.

Steeplejack E9

Four years of experience in the installation, erection, maintenance, repair, painting, dismantling, and inspection of unusually high structures (such as bridges and radio towers), including two years of experience equivalent to a Steeplejack 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of:
 - the standard practices, processes, tools, equipment, and materials used in the maintenance and construction trades
 - the occupational hazards and safety standards applicable to the work

- Ability to:
 - climb high structures and work at unusual heights (50' to 500')
 - work in heavy traffic conditions and confined spaces

CERTIFICATES, LICENSES, REGISTRATIONS:

Position requires a Group A Commercial Driver's License (CDL) with either an N or X endorsement and must be qualified to operate air brakes within 12 months of the appointment.

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.

JENNIFER HADDON

9/12/2024

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