

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 Electrician Master Licensd-A	10. Division Bay Region
5. Working Title (What the agency calls the position) Electrician Lead Worker - West	11. Section Delivery
6. Name and Position Code Description of Direct Supervisor MCDONNELL, RYAN J; ENGINEER MANAGER LICENSED-3	12. Unit Traffic & Safety
7. Name and Position Code Description of Second Level Supervisor ULMAN, BRIAN C; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 3510 E. Washington Avenue, Saginaw, MI 48601 / Mon.-Thurs., 6:00am to 4:30pm (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position will function as a Bay Region Lead Worker Electrician for the western half of the Bay Region. The western half of Bay Region will include Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, and Saginaw Counties. These counties include a total of 154 signalized intersections. The west Bay Region's lead worker electrician will install, upgrade, and perform routine and emergency repair of traffic signals and related electronic equipment. Function as the lead worker for their area to oversee the schedule and work of electricians and/or trades helpers. Serve as the licensed electrician and obtain permits as required by law. May inspect the work of contractors and contract agencies utilized by the Michigan Department of Transportation (MDOT) to install, upgrade, repair, and maintain signals to assure that all work conforms to specifications and the electrical code as regulated by the Department of Licensing and Regulatory Affairs (LARA) and sign off on contracted work. The duties of this position require operating a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., aerial vehicle/bucket truck for overhead work) when performing inspections of devices overhead or over the roadway.</p> <p>While this position has a focus area of the western half of the Bay Region it is still expected that this role will cover all of Bay Region if needed.</p>	

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

Serve as lead worker and licensed electrician of the western half of Bay Region and oversee and coordinate crews during traffic signal installation upgrades, repair, and maintenance. Coordinate, communicate, and schedule work with other statewide work areas.

Individual tasks related to the duty:

- Coordinate work by making assignments and directing the work of electricians, trades helpers, laborers, and other department personnel.
- Maintain traffic control equipment and other electric and electronic equipment.
- Oversee crews during the installation and repair of electric services, conduit runs, setting poles and installing traffic signals and controllers.
- Verify that work is in compliance with established MDOT, National Electric Code and International Municipal Signal Association standards.
- Complete Documentation of the completed including time sheets, and job reports.
- Coordinate and participate in loading, unloading, preparation, fueling and minor maintenance of vans or trucks used in transporting materials, tools, equipment and employees to job sites.

Duty 2

General Summary:

Percentage: 40

As the lead worker electrician, participate in installation, upgrades, and maintenance of traffic signals and related electronic equipment. This duty also requires the operation of a vehicle or vehicle/trailer combination with a GVWR of 26,001 or more pounds.

Individual tasks related to the duty:

- Order and purchase materials and supplies from the department's warehouse and vendors and may arrange for on-site delivery of materials used on the job.
- Interact with utility companies, Miss Dig for utility clearance and coordinate the utility work.
- Coordinate work with statewide signal shop and request assistance if necessary, and schedule work with region personnel.
- Use laptop computer to input, transfer, and retrieve data used in traffic equipment.
- Maintain records related to traffic signals and intersection timing and inventory.
- Respond to emergency signal knockdown and repair on 24-hour basis.
- Serve as a licensed electrician in accordance with the Michigan Law and obtain required permits.

Duty 3

General Summary:

Percentage: 15

Inspect and coordinate the work of MDOT contractors and contract agencies involved in signal installation, upgrades, repairs and maintenance.

Individual tasks related to the duty:

- Inspect work which has been performed by contractors and contract agencies. Inspection may be done by visual observation and/or use of testing equipment to ensure that work has been performed in conformance with the state electrical code. May issue written notice of code violations which require corrective action and includes gathering evidence and the preparation of necessary reports.
- Work with the Transportation Service Center (TSC) maintenance coordinators and supervisors to ensure that contractors and contract agencies meet MDOT Standards and Guidelines and applicable laws for signal and electrical work. Periodic inspections of contract maintaining agencies for MDOT oversight.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Instruct crew members as well as contract agencies in new technology and upgrades.
- Attend classes regarding safety equipment and requirements.
- Attend meetings with contractors, electricians, MDOT contract agencies and other interested groups.
- Perform other work as assigned by the supervisor.

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

Acceptance of the work of contractors and contract agencies, changes in signal layout and decisions required under emergency conditions, i.e. signal knockdown or malfunction. Determine work schedules and priorities for electricians, laborers, and trade helpers involved in signal and electrical work.

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

On unclear issues and items that affect personnel, budget, or when major changes in policy occur.

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 move or transport up to 100 pounds; twist, bend, and stoop; work in confined spaces; work in and around heavy and fast moving traffic; traverse uneven terrain; the ability to operate heavy equipment; and work from heights of up to 150 feet requiring the use of aerial equipment, ladders, scaffolding or safety harnesses while performing maintenance activities. Manual labor such as digging, installing conduit, and the use of other common hand tools and equipment used in electrical construction. Hazards include of working around primary electrical lines and working with secondary voltages in adverse weather conditions. Ability to remain in a stationary position for long periods of time in vehicles and in front of a computer screen. The duties of this position require operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 or more pounds. Must be available outside normal working hours for maintenance/emergency 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ANDRES, PATRICK G	ELECTRICIAN MASTER LICENS-D-E E10	GARBER, ROBERT Z	ELECTRICIAN MASTER LICENS-D-E E10
SEXTON, JEREMY T	ELECTRICIAN LICENSED-E E9		

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

This position will function as a Bay Region Lead Worker Electrician for the western half of the Bay Region. The western half of Bay Region will include Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, and Saginaw Counties. These counties include a total of 154 signalized intersections. The west Bay Region's lead worker electrician will install, upgrade, and perform routine and emergency repair of traffic signals and related electronic equipment. Function as the lead worker for their area to oversee the schedule and work of electricians and/or trades helpers. Serve as the licensed electrician and obtain permits as required by law. May inspect the work of contractors and contract agencies utilized by the Michigan Department of Transportation (MDOT) to install, upgrade, repair, and maintain signals to assure that all work conforms to specifications and the electrical code as regulated by the Department of Licensing and Regulatory Affairs (LARA) and sign off on contracted work. The duties of this position require operating a vehicle or vehicle/trailer combination with a Gross

Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., aerial vehicle/bucket truck for overhead work) when performing inspections of devices overhead or over the roadway.

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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?

This work crew is responsible for the routine and emergency maintenance of traffic signals in the Bay Region. The position serves as the lead worker and licensed electrician for the western half of Bay Region and is responsible for obtaining all necessary permits.

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:

Electrician Master Licensed 11
One year of electrical trade experience equivalent to an Electrician Master Licensed E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- electrical control circuits and electric power line construction.
- basic knowledge and understanding of electrical codes, electrical installation, repair, and maintenance.

Ability to:

- effectively communicate using various communication devices.
- operate a laptop computer.
- plan, schedule, and obtain supplies and materials needed to complete the job.
- assign work and to prioritize the work of others.
- diagnose the cause of signal malfunctions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a master electrician's license as required by the State of Michigan.

Possession of a valid Commercial Driver's License (CDL) Group A with N or X endorsement and no air brake restrictions.

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

2/14/2025

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