

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

Position Code

1. TRMTWKREC26R

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
4. Civil Service Position Code Description TRANSPORTATION MAINT WORKER-E	10. Division Bay Region
5. Working Title (What the agency calls the position) Limited Term Transportation Maintenance Worker	11. Section Mt. Pleasant TSC
6. Name and Position Code Description of Direct Supervisor WINNIE, DANIEL; TRANSPORTATION MAINT SPV-2	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor ATKINSON, BRIAN E; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work 1212 Corporate Drive, Mt. Pleasant, MI 48858 / M-F, 6:00am-2:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

Under direction of Supervisor or Transportation Maintenance Lead Worker 9, perform maintenance of state trunk lines within the right-of-way for geographic area assigned to the Bay Region Maintenance Garages and various tasks within the fifteen-county area of the Bay Region. Operate equipment used in performing listed tasks. Perform all tasks in a safe manner. Participate in the Transportation Maintenance Worker (TMW) work element system. Some duties may require staying overnight. This position may, at times, perform other assigned duties from other regions, counties, or Michigan Department of Transportation (MDOT) facilities to meet operational needs. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing maintenance activities.

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: 55

Perform various maintenance duties in each maintenance activity group as assigned by supervisor. This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

Individual tasks related to the duty:

- General maintenance activities.
- Surface maintenance activities.
- Shoulder maintenance activities.
- Sign/Signal maintenance activities.
- Structure maintenance activities.
- Roadside maintenance activities.
- Facility and Automotive & Equipment activities.
- Administrative activities.
- Must participate in the TMW Work Element Program.

Notes:

- Specific maintenance duties for each activity group are available at each maintenance facility or garage.
- May be required to wear a full-face respirator or face coverings.

Duty 2

General Summary:

Percentage: 35

Perform winter operations. This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

Individual tasks related to the duty:

- Snow removal and deicing of public roadways using heavy duty trucks with underbody blades, snowplows, and de-icing equipment.
- Change blades on cutting edge of underbody blades and snowplows weighing up to 100 pounds.
- Winter road patrol on weekends and holidays upon supervisor's request.
- Perform standardized washes ("A", "B", & "C" washes) for winter maintenance trucks as directed.

Duty 3

General Summary:

Percentage: 5

Clear roadways of obstructions.

Individual tasks related to the duty:

- Remove dead animals and debris from roadway.
- Other duties as assigned.

Duty 4

General Summary:

Percentage: 5

Administrative functions.

Individual tasks related to the duty:

- Report time and activities accurately.
- Maintain required TMW Work Element Training documentation.
- Attend trainings.
- Utilize computer based programs such as SIGMA, HRMN, Outlook, and any others as required by the supervisor.

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

Make decisions that will affect job performance with or without supervision. 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 instructions are not clear, or problems arise.
- Working overtime.
- Working in travel status.

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 transport objects weighing 100 pounds or more, work from heights utilizing aerial equipment, operate 60-to-90-pound jack hammers, work in traffic while operating heavy equipment, and work in all types of weather. Exposure to hazardous materials. Ability to remain in a stationary position for long periods, sustained long periods in confined spaces, wear required personal protective equipment,, and traverse rough terrain. Work from heights of up to 150 feet requiring the use of aerial equipment, scaffolding or safety harnesses under or alongside the structure while performing bridge maintenance activities. Be available outside normal working hours for maintenance operations, in all weather conditions. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

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?

Under direction of Supervisor or Transportation Maintenance Lead Worker 9, perform maintenance of state trunk lines within the right-of-way for geographic area assigned to the Bay Region Maintenance Garages and various tasks within the fifteen-county area of the Bay Region. Operate equipment used in performing listed tasks. Perform all tasks in a safe manner. Participate in the TMW work element system. Some duties may require staying overnight. This position may, at times, perform other assigned duties from other regions, counties, or MDOT facilities to meet operational needs. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing maintenance activities.

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 lines for an assigned geographic area to increase the safety to motorists on Michigan trunklines. May also be required to perform road maintenance, if necessary, in any of the fifteen counties of the Bay Region. This position assists in ensuring adequate maintenance is performed to increase the safety to motorists on Michigan trunklines.

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, or bridge maintenance/construction, 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:

- Traffic rules/regulations and temporary signing/safety precautions.
- Operation of motorized equipment and powered/hand tools.
- Procedures for performing pre-inspection of equipment.
- Potential dangers and safety precautions.
- Procedures and methods used in maintenance of roads, bridges, pavement markings, and signs.

Ability to:

- Perform minor repairs to equipment, tools, and vehicles.
- Make minor repairs to equipment, tools, and vehicles.
- Understand and follow instructions.
- Communicate effectively.
- Work in inclement weather.
- Wear a respirator and safety equipment.
- Work from aerial buckets up to 150' utilizing aerial equipment.
- Have a working phone.
- Live within 1 hour drive time of the garage.
- Operate motorized equipment in a safe manner.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a Commercial Driver's License (CDL) is required at the time of appointment to the position. **If the selected applicant has a CDL Group A or B with or without the N or X endorsement, they will be required to obtain a CDL Group A with either an N or X endorsement and no air brake restrictions which must be obtained within 12 months from the date of hire into the position and must maintain throughout employment in the position.
- Loader license preferred.

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

9/17/2025

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.

JOHN SUNDBERG

Employee

Date