

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highways
<b>4. Civil Service Position Code Description</b> TRANSPORTATION MAINT WORKER-E	<b>10. Division</b> Operations
<b>5. Working Title (What the agency calls the position)</b> Transportation Maintenance Worker	<b>11. Section</b> Maintenance
<b>6. Name and Position Code Description of Direct Supervisor</b> KNIGHT, SHANE A; TRANSPORTATION MAINT SPV-2	<b>12. Unit</b> Saginaw Region Crews (Formerly Special Crews)
<b>7. Name and Position Code Description of Second Level Supervisor</b> BUHL, RYAN D; TRANSPORTATION MAINT SPV-3	<b>13. Work Location (City and Address)/Hours of Work</b> 3502 E. Washington Road, Saginaw, MI 48601 / 6:00a–4:30p, M–Thurs (may vary at mgmt discretion)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position performs region-wide sign shop activities such as fabrication, installation, and maintenance of traffic signs and special pavement marking. Additionally, this position performs bridge/culvert maintenance activities involved in repairing substructure and superstructure of concrete and steel and maintenance on the twin 8000 ft. long, 150 ft. high Zilwaukee Bridge. Perform roadside activities including spraying pesticide, planting, trimming, and removal of trees and shrubs and performing maintenance activities at all roadside parks and rest areas and assisting Region Electricians in the maintenance and/or installation of energized traffic devices. During the winter, duties will continue but may include working at one of the Bay Region highway maintenance garages performing snow/ice removal and related road maintenance.</p> <p>Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplow) when performing maintenance activities.</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: 50**

Perform sign shop activities (e.g. fabrication, installation, and maintenance of traffic signs and special pavement markings).

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:**

- Perform sign installation using steel or wood posts varying from 10 to 20 feet and signs ranging in size from 12 inches to 12 feet. Installations are performed by using hydraulic equipment such as a crane, auger, drills, post driving equipment, post pullers, and aerial bucket.
- Safely operate and maintain oxygen-acetylene torches.
- Operate and maintain sign applicator machine.
- Fabricate signs utilizing high intensity sheeting, border tape, plywood, and tools.
- Use die cutters or other means to cut letters for signs.
- Interpret blueprints and work orders and operate and maintain table saw and other equipment to cut, sand, drill, edge, and finish signs.
- Respond to work requests assigned by supervisor or lead Transportation Maintenance Worker (TMW) 9.
- Wear personal protective equipment (PPE) and follow all Michigan Department of Transportation (MDOT) policies and procedures.
- Ensure all activities are performed in a safe and efficient manner. Ensure all the work and procedures are performed to MDOT specifications.
- Participate in continuous training to work at experienced level performing the types of work listed above with or without supervision.
- Participate in the TMW Work Element Training Program.
- Work from heights up to 150 feet requiring the use of scaffolding or safety harnesses under or alongside the structure while performing sign crew work. May also require the use of a bucket truck.

**Duty 2**

**General Summary:**

**Percentage: 30**

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:**

- Perform all types of winter maintenance activities, including, but not limited to, salting and sanding operations, plowing and blading snow, winter road patrol, and anti-icing operations.
- Work as necessary to repair region assets damaged as a result of winter weather.
- Respond to work requests assigned by supervisor or lead worker TMW 9.
- Ensure all activities are performed in a safe and efficient manner.
- Ensure all work and procedures are performed to MDOT specifications.
- Participate in continuous training to work at experienced level performing the types of work listed above with or without supervision.
- Participate in the TMW Work Element Training Program.

**Duty 3**

**General Summary:**

**Percentage: 10**

Perform bridge maintenance activities (e.g. demolition and reconstruction of deteriorated concrete/steel on bridges and culverts).

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:**

- Activities include, but are not limited to, sandblasting, painting, concrete deck removal, finishing concrete, building forms, working with epoxies and polymers, replacing expansion joints, and installing reinforcement steel.
- Operate hand tools such as electric drill, saw, impact hammer, carpenter's level, etc.
- Operate equipment such as welders, hydraulic cranes, loaders, pneumatic pavement breakers, large and small trucks, trailers, air compressors, electric generators, and sandblasters.
- Wear PPE and follow all MDOT policies and procedures.
- Respond to work requests assigned by supervisor or lead worker TMW 9.
- Ensure all activities are performed in a safe and efficient manner.
- Ensure all the work and procedures are performed to MDOT specifications.
- Ensure all needed material and equipment are available for each job assignment.
- Participate in continuous training to work at experienced level performing the types of work listed above with or without supervision.
- Work from heights in excess of 150 feet requiring the use of scaffolding or safety harnesses under or alongside the structure while performing bridge maintenance activities. May also require the use of a bucket truck.
- Participate in the TMW Work Element Training Program.

#### Duty 4

##### General Summary:

Percentage: 10

Perform roadside activities (e.g. planting, trimming, removal of trees and shrubs, and spraying of pesticides). Maintenance of roadside parks and rest areas.

##### Individual tasks related to the duty:

- Apply pesticides to control weed, brush, insects, and disease.
- Perform planting, trimming, and removal of trees and shrubs involves the use of tree spade, backhoe, chain saw, aerial tower, brush chipper, stump grinder, skid steer loader, large and small trucks with trailer, and various hand tools.
- Perform maintenance of roadside parks and rest areas involving building and repairing rustic structures, cultural care of trees and shrubs and turf management (e.g. seeding, fertilizing, and sodding, etc.).
- Wear PPE and follow all MDOT policies and procedures.
- Respond to work requests assigned by supervisor or lead worker TMW 9.
- Ensure all activities are performed in a safe and efficient manner.
- Ensure all the work and procedures are performed to MDOT specifications.
- Participate in continuous training to work at experienced level performing the types of work listed above with or without supervision.
- Participate in the TMW Work Element Training Program.

#### 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 situations due to safety considerations or weather conditions.
- Wherever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.
- Make decisions that will affect job performance with or without supervision.

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

- When assignment is unclear or involves a policy decision.
- When job or activity requires additional staff.
- When employee will be in travel status.
- When overtime is worked.

#### 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 conditions every day. Working on roadway in traffic, from heights in excess of 150 feet utilizing aerial equipment and in rare occurrences scaffolding, from boats or barges, and ladders. Working with chemicals periodically. Physical efforts include manual labor which involves transporting heavy tools and materials which weigh up to 100 pounds as well as the operation of hydraulic or pneumatic jackhammers. Wearing safety equipment. Also requires bending, twisting, and stooping many times per day. Must maintain a working telephone and be available outside normal working hours for maintenance/emergency situations, in all weather conditions. Overnight travel may be required. 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"/> 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?

This position performs region-wide sign shop activities such as fabrication, installation, and maintenance of traffic signs and special pavement marking. Additionally, this position performs bridge/culvert maintenance activities involved in repairing substructure and superstructure of concrete and steel and maintenance on the twin 8000 ft. long, 150 ft. high Zilwaukee Bridge. Perform roadside activities including spraying pesticide, planting, trimming, and removal of trees and shrubs and performing maintenance activities at all roadside parks and rest areas and assisting Region Electricians in the maintenance and/or installation of energized traffic devices. During the winter, duties will continue but may include working at one of the Bay Region highway maintenance garages performing snow/ice removal and related road maintenance.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplow) 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?

Bay Region Crews are responsible for maintenance of bridges and culverts throughout the 15-county Region, for fabricating, installing, and maintaining traffic signs, applying chemicals to roadway vegetation, maintaining traffic signal installations and electrical devices of all kinds, and maintenance of rest areas and roadside parks. This position performs maintenance duties as assigned by supervision. Sign fabrication and maintenance is the primary function of this position.

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:

- Traffic rules, regulations, and signing.
- Potential dangers and safety precautions associated with the work.
- Procedures and methods used in the maintenance of roads, bridges, pavement markings, and signs.
- High intensity sheeting, border tape, plywood, and tools needed to fabricate signs.

Ability to:

- Operate motorized equipment and powered/hand tools in a safe manner.
- Perform 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 feet
- Maintain a working telephone.
- Work outside regularly assigned hours
- Travel.
- Perform physical labor.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.
- 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.
- Ability to obtain and maintain an Operator's Card in accordance with MIOSHA regulations.
- Possession of a Commercial Core Pesticide Applicator certification as well as categories 3A (Turfgrass Pesticide Management), 3B (Ornamental Pesticide Management), 5 (Aquatic Pesticide Management), & 6 (Right-of-Way Pesticide Management) from the Department of Agriculture and Rural Development within 12 months of the date of hire into the position and must maintain throughout employment in the position.

*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  
\_\_\_\_\_

3/3/2026  
\_\_\_\_\_

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.***

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Employee

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Date