

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

<b>Position Code</b> 1. TRMTWKREC02R
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## 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> Maintenance
<b>5. Working Title (What the agency calls the position)</b> Transportation Maintenance Worker	<b>11. Section</b> Bay City TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> HUNDLEY, DAVID W; TRANSPORTATION MAINT SPV-2	<b>12. Unit</b> East Side Maintenance Garage
<b>7. Name and Position Code Description of Second Level Supervisor</b> MATULA, DONALD J; ENGINEER MANAGER LICENSED-3	<b>13. Work Location (City and Address)/Hours of Work</b> 3510 E Washington, Saginaw, Michigan 48601 / 6:00 a.m. – 2:30 p.m. M-F (Hours May Vary)
<b>14. General Summary of Function/Purpose of Position</b> 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 Program. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplows) 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: 70**

Perform snow removal, salting and sanding of pavements, repair steel guardrails, patrol patching, blading gravel shoulders, and patching gravel shoulders. Determine correct ditch and culvert grades to provide for proper flow. Participate in the TMW Work Element Training Program. 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:**

- Operate heavy duty dump trucks with snowplows, underbody blades, sanders, and salt spreaders to remove snow accumulation.
- Change underbody blades weighing 60 pounds.
- Operate front end loader, air compressor, and air tools weighing 65 to 90 pounds.
- Lift and place guardrail posts and steel beam guardrail.
- Repair catch basins, replace culverts.
- Clean ditches with excavator, backhoe, or bulldozer.
- Operate 6-to-9-ton dump trucks.
- Perform asphalt work with paver and roller.
- Participate in the TMW Work Element Training Program.

**Duty 2**

**General Summary:**

**Percentage: 10**

Perform seal patching, crack filling, right-of-way fence repair, delineator maintenance, and litter pick up. Set up lane closures for all trunk lines including I-75, which is one of the more heavily traveled interstates. Operate skid steer loader with cold planer and other attachments. 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:**

- Operate chain saws for cutting posts or trees close to the road.
- Operate various kinds of power tools.
- Install work zone signing, barricades and lighted arrows according to signing manual.
- Operate skid steer loader with cold planer attachments, making sure that proper teeth are on job site.

**Duty 3**

**General Summary:**

**Percentage: 10**

Perform highway maintenance using small tools. Clean out catch basins, perform minor repairs to motorized equipment and vehicles and operate grader and bulldozer.

**Individual tasks related to the duty:**

- Operate Vac-all and street sweeper.
- Load and unload all types of equipment from trailer.
- Use all types of leveling tools, transit, dump level, and string level.
- Change oil, lubricate, and perform minor repairs on equipment.
- Grade shoulders, cut ditches, level dirt, remove berms alongside outside shoulder, and remove transverse joints in pavement surface with grader and bulldozer.

**Duty 4**

**General Summary:**

**Percentage: 5**

Clear roadway of obstructions including, but not limited to, mowing grass and repairing joints in concrete roadways.

**Individual tasks related to the duty:**

- Remove dead animals from roadway.
- Operate mower along side of highway.
- Operate cement saw to repair concrete with patches.
- Operate loader to remove concrete patch cuts weighing 5 to 6 tons.

**Duty 5**

**General Summary:**

**Percentage: 5**

Input time sheet and travel expenses on the current State of Michigan computerized program(s).

**Individual tasks related to the duty:**

- Ensure time and equipment is submitted in an efficient and timely manner.
- Verify that all information provided is accurate and resolve any inaccuracies.
- Other duties as assigned.

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

Decisions needed while carrying out a job when a supervisor is not available. 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 need clarification.

**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, climb ladders, operate 60-90 pound jack hammers, work in heavy traffic and amidst heavy equipment and in all extremes of weather. Exposure to hazardous materials. Ability to remain in a stationary position for long periods, sustained long periods in confined spaces, handle heights, wear adequate personal protective equipment, sustained extensive and repetitive twisting, bending, climbing, lifting, and squatting, traversing rough terrain. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more. 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.**

**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?**

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 Program. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplows) 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. May also be required to perform road maintenance if necessary in any of the fifteen counties of the Bay Region.

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 with required work elements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Traffic rules/regulations
- Temporary signing/safety precautions.
- 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:

- Operate motorized equipment and powered/hand tools.
- 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 heights up to 150' utilizing aerial equipment.
- Have a working phone.
- Live within 1 hour drive time of garage.

**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.

*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

4/23/2026

\_\_\_\_\_  
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.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date