

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

Position Code

1. TRMTSPV3A01N

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 SPV-3	10. Division Bay Region
5. Working Title (What the agency calls the position) Transportation Maintenance Supervisor 3 (13)	11. Section Operations - Maintenance
6. Name and Position Code Description of Direct Supervisor ULMAN, BRIAN C; ENGINEER MANAGER LICENSED-4	12. Unit Region Wide Crews
7. Name and Position Code Description of Second Level Supervisor RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 3502 E. Washington Avenue, Saginaw, MI 48601 / 6:00 a.m. - 2:30 p.m., Mon-Fri (hours may vary)

14. General Summary of Function/Purpose of Position

This position works with Transportation Service Center (TSC) and Region Office staff to optimize maintenance planning, organization, and control. This position leads the Bay Region Maintenance Business Team and serves as the Bay Region representative on the Maintenance Superintendent Alignment Team (MSAT). This position is responsible for monitoring work item accomplishments as related to Transportation Asset Management System (TAMS) and instituting changes to ensure planned work is completed. In cooperation with the Bay Region Financial Analyst, develops and monitors all maintenance operating budgets. Ensures that salt inventory and state stores are managed and maintained, conducts paperwork reviews with TSC maintenance supervisor/coordinators to ensure consistency with established procedures and policies, and supervises the Region-wide Crews operations.

This position requires possession of a valid driver's license to visit project sites, garages, and facilities.

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: 65

Oversee Bay Region maintenance operations, including Regionwide Crews operations. Lead the optimization of Bay Region maintenance activities and ensure alignment with statewide initiatives.

This duty requires possession of a valid driver's license to visit project sites, garages, and facilities.

Individual tasks related to the duty:

- Functions as the Region's maintenance expert and represents the Bay Region on the MSAT.
- Monitors all aspects of the salt inventory.
- Manages regionwide maintenance contracts by working with Central Office staff on contract language, selecting contractors, and administering the contracts.
- Ensures best practices are utilized by direct and contract agency maintenance garages and prepare reports as required.
- Conducts review of TSCs, garages, contract counties, and Regionwide Crews operations to ensure that procedures, paperwork, inventories, etc. are following MDOT standards and audit findings. Recommends and institutes corrections as required.
- Leads the Bay Region Maintenance Business Team including, but not limited to, establishing formal agendas of topics requiring resolution, identifying action items for team members in coordination with TSC managers, ensuring that meeting minutes are kept and distributed to the Region Leadership Team, etc.
- Leads Bay Region maintenance coordinator and supervisor meetings.
- Ensures that maintenance calls and Regionwide Crews operations are integrated and consistent with the Bay Region road and bridge capital programs.
- Recommends, participates, and helps with the resolution of issues, problems and directives to optimize all Bay Region operations.
- Monitors maintenance work item accomplishments and institutes corrections as needed.
- Provides direction and oversight to staff activities and practices, determines best practices and ensures sharing of these best practices across the region.
- Ensures the Bay Region Maintenance Budget model is updated yearly to reflect current practices in coordination with the Bay Region Financial Analyst.
- Ensures that all budget deadlines associated with the budget models are met by the discretionary projects in accordance with the budget model ensure there is no loss of project funding.
- Attends statewide meetings as required, to assure alignment across the state.
- Coordinates with the Bay Region Financial Analyst to mutually resolve issues and directives from the Region Engineer.
- Prepares reports, letters and memos.
- Develops and delivers various presentations as required.

Duty 2

General Summary:

Percentage: 10

Perform supervisory responsibilities.

Individual tasks related to the duty:

- Establish performance expectations for staff ensuring the effective use of the performance management system and complete performance evaluations for employees.
- Delegate work assignments and coordinate the workload as necessary.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.
- Handle unit employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Mentor staff and facilitate knowledge management within the unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.

Duty 3

General Summary:

Percentage: 10

Oversees vehicle and equipment fleet.

Individual tasks related to the duty:

- Supervises and works with Region Automotive & Equipment (A&E) Supervisor to ensure timely preventative and reaction equipment maintenance.
- Participates in region equipment reviews.
- Coordinates utilization of specialized equipment across the region.

Duty 4**General Summary:****Percentage: 10**

Participates in the optimization of system operations.

Individual tasks related to the duty:

- Acts as a resource of integration of maintenance activities into system optimization by evaluating maintenance methods and their impact on congestion and daily relief.
- Facilitates the development of Transportation Maintenance Workers (TMWs) at Regionwide Crews and TSC garage facilities by recommending additional trainings.
- Facilitates the development of Transportation Maintenance Supervisors (TMSs) and Transportation Maintenance Coordinators (TMCs) by recommending additional trainings.
- Maintains a summer work plan of maintenance activities across the region.

Duty 5**General Summary:****Percentage: 5**

Assists with other Regionwide maintenance duties.

Individual tasks related to the duty:

- Responds to questions from both internal and external customers.
- Continually strives to present a positive image of MDOT.
- Participates in statewide and/or regionwide committees, as requested.
- Assists other Bay Region maintenance facilities.
- 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 that affect the maintenance operations of Bay Region such as how budgets are developed, what projects or assignments are required, and how system condition goals are going to be met. The approval of leave privileges for staff. Determining if and when disciplinary action is needed.

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

Decisions which impact statewide procedures, policies, goals, or region budgets.

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 work in and around heavy traffic with heavy equipment. Exposure to hazardous materials requiring the usage of personal protective equipment (PPE). Ability to 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 maintenance activities. Must be able to remain in a stationary position for extended periods of time and move throughout various terrains. This position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

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>
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LOPER, JEFFREY G	HEAVY EQUIPMENT MCH SPV-2 12	GRECH, JOSEPH	TRANSPORTATION MAINT COORDNATR 12
KNIGHT, SHANE A	TRANSPORTATION MAINT SPV-2 12	RIPLEY, MATTHEW M	TRANSPORTATION MAINT SPV-2 12
GATES, ANTHONY G	TRANSPORTATION MAINT WORKER-A 9		
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 works with Transportation Service Center (TSC) and Region Office staff to optimize maintenance planning, organization, and control. This position leads the Bay Region Maintenance Business Team and serves as the Bay Region representative on the Maintenance Superintendent Alignment Team (MSAT). This position is responsible for monitoring work item accomplishments as related to Transportation Asset Management System (TAMS) and instituting changes to ensure planned work is completed. In cooperation with the Bay Region Financial Analyst, develops and monitors all maintenance operating budgets. Ensures that salt inventory and state stores are managed and maintained, conducts paperwork reviews with TSC maintenance supervisor/coordinators to ensure consistency with established procedures and policies, and supervises the Region-wide Crews operations.

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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 position provides the foundation for successful maintenance operations in Bay Region and oversees both direct and contract agency maintenance activities.

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 Supervisor 13

One year of experience equivalent to a Transportation Maintenance Supervisor 12 or Transportation Maintenance Coordinator 12, or two years equivalent to a Transportation Maintenance Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- methods and materials used in road maintenance
- occupational hazards and safety precautions
- employee relations
- MDOT policies and procedures
- supervisory practices
- maintenance management systems
- budget preparation and oversight

Ability to:

- read and interpret plans and schematics
- plan work schedules
- plan, coordinate, and supervise the work of others
- determine maintenance needs and supplies
- inspect and oversee road maintenance projects
- organize work and schedules to meet emergency road conditions
- maintain and prepare reports
- maintain good public relations

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required and must be maintained 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

7/28/2026

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