State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. TRMTCRDRA21N

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 COORDNATR	**10. Division** Bay Region
5. Working Title (What the agency calls the position) Transportation Maintenance Coordinator 12	**11. Section** Mt. Pleasant TSC
6. Name and Position Code Description of Direct Supervisor ATKINSON, BRIAN E; ENGINEER MANAGER LICENSED-3	**12. Unit** Operations
7. Name and Position Code Description of Second Level Supervisor HOFWEBER, JACK M; ENGINEER MANAGER LICENSED-4	**13. Work Location (City and Address)/Hours of Work** 1212 Corporate Dr., Mt. Pleasant, MI 48858 / M-F, 6:00 am - 2:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

Coordinate and oversee trunkline maintenance contracting activities in Clare, Gladwin, Gratiot, and Midland Counties. Plan, budget, and monitor activities of contract counties, municipalities, and the private sector. Approve completed phases of work. Possess extensive knowledge in all phases of maintenance operations, methods, and procedures. Coordinate Michigan Department of Transportation (MDOT) activities for purposes of partnering with municipalities and counties. Partner with other Transportation Maintenance Coordinators (TMCs), TSCs, regions, and Lansing central office to create an interdependent relationship. Act as the liaison with the region office to ensure continuity and cooperation within the region and statewide. Act as a Transportation First Responder (TFR) during emergencies. Perform special assignments as need arises.

Operate a vehicle or a vehicle trailer combination (e.g., truck and traffic trailer) with a Gross Vehicle Weight Rating (GVWR) of between 10,001 and 26,000 pounds when transporting the traffic trailer to work zones, crashes, etc.

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: 45**

Coordinate the contractual maintenance of road surfaces, shoulders, drains, roadside parks, rest areas and bridge maintenance activities in Clare, Gladwin, Gratiot, and Midland Counties with contract counties and municipalities. Maintain a strong relationship with contract agencies and instruct agency superintendents and foreman in various phases of maintenance work to insure statewide uniformity in MDOT procedures. Perform field inspections to review and ensure trunkline maintenance activities comply with the scope of the maintenance contract. Work with contract agencies and county drain commissions to resolve drainage issues.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds.

Individual tasks related to the duty:

Oversight and Planning

- Daily in-field interactions with contract agencies to monitor/address Mt Pleasant TSC conditions.
- Maintain records, prepare reports, work authorizations, and compose correspondence related to the work.
- Determine type and amount of equipment, materials and labor necessary for various highway maintenance operations.
- Requisition materials, supplies, and equipment; control and coordinate materials and equipment in the county or area.
- Oversee salt inventory, availability, and orders at contract garages and/or storage locations.
- Monitor budget line-item activity to ensure work is completed within budget constraints.
- Develop work plans for non-routine maintenance activities.
- Coordinate annual maintenance activities with the Five-Year Plan and long-range plans in coordination with TSC staff and the Associate Region Engineer of Operations.
- Coordinate operations of contract agencies with direct forces and/or contractors doing projects for TSC and/or other local jurisdictions.
- Provide cost estimates for proposed maintenance projects.
- Clear authorized work for environmental concerns. Prepare and maintain Michigan Department of Environment, Great Lakes, and Energy (EGLE) Inspections and Soil Erosion Sedimentation Control (SESC) files, as required.
- Ensure contract agencies follow MDOT's Work Zone and Mobility Policy. Coordinate contract maintenance operations with all other work performed along the corridor and significant traffic impact events.

Training and General Contract Coordination

- Assist in the calibration of salt spreading equipment.
- Instruct or make training available for contract agencies and independent contractor transportation maintenance personnel in new procedures, methods, and programs.
- Monitor state stores control at each store's location.
- Work with contract agencies to ensure Property Damage Reclamation Process (PDRP) claims are managed timely.
- Ensure that notices and other communications from TSC, Region, and Lansing are distributed to staff as intended.

Duty 2

General Summary: **Percentage: 15**

Provide maintenance data and participate in scope operations, scope verifications, plan review, and construction final review teams. Provide recommendations based on maintenance history to the scope and/or plan review team. Provide preventive maintenance program oversight.

This task requires a valid driver's license to operate a vehicle and/or vehicle trailer combination (i.e., truck and traffic trailer) with a GVWR of between 10,001 and 26,000 pounds.

Individual tasks related to the duty:

- Perform road inspections to determine maintenance needs.
- Participate in plan reviews, trunkline reviews, and post-construction inspections.
- Serve as the technical hands-on resource to MDOT staff and contract agencies for roadway maintenance operations.
- Analyze and interpret old plans concerning maintenance issues.
- Research modern highway maintenance practices and procedures and apply to work as appropriate.
- Coordinate the creation of new methods of performing maintenance activities.
- Participate in field studies on new equipment, technologies, and procedures for summer and winter maintenance operations. Make recommendations to implement new technologies and procedures.

- Research methods and materials adaptable to the maintenance of road surfaces, shoulders, drains, signs, roadsides, roadside parks, and rest areas, along with snow and ice removal and apply to work as appropriate.
- Provide complete maintenance history data for project scoping activities for road, bridge, and culvert conditions.

Duty 3

General Summary: **Percentage: 15**

Oversee the contracts of counties, municipalities, and independent contractors.

Individual tasks related to the duty:

- Research to stay current in ever-changing contract processes, work methods, and standards.
- Ensure uniformity of highway contractual maintenance operations, methods, and procedures through field inspections and instructions.
- Inspect and approve/disapprove work done by contract agencies and independent contractors.
- Evaluate and verify performance through review of completed work assignments and work techniques.
- Track the cost of doing business, compare the productivity and accomplishments of work crews, and take corrective action as necessary.
- Develop work descriptions for private contracting.
- Recommend payment for contracted work. Review billings and authorize payments based on work satisfactorily performed.
- Coordinate contract agency payments administered through Maintenance Local Agency Payments (MLAP).
- Coordinate the trimming and removal of trees along trunklines.

Duty 4

General Summary: **Percentage: 10**

Investigate complaints on roads, bridges, rest area road conditions, and right-of-way encroachments. Process and provide inspections for basic delivery, billboards, and utility permits in alignment with the Region and Lansing. Build, strengthen, and maintain TSC external customer base.

Individual tasks related to the duty:

- Confirm approved permits for any work occurring in MDOT right of way and appropriate work zone.
- Observe and respond to billboard signing requirement in jurisdiction (e.g. permits needed, vegetation control, etc.).
- Apply maintenance practices and procedures to work assignments.
- Coordinate the creation of new methods of maintenance activities.
- Work with Bay Region's Maintenance Business Team and Region Financial Analyst on budget preparation and control.
- Monitor and approve budgets and work programs for contract counties and municipalities.
- Assist the TSC Manager, Associate Region Engineer - Operations, TSC Operations Engineer, and Region Financial Analyst in developing region and area budgets.
    - Initiate and maintain contact with contract maintenance agencies, village and city superintendents, the general public, and business agencies to jointly resolve maintenance issues. Explain the impact of planned maintenance activities. Document the creation of a partnering relationship with external customers.
    - Proactively meet the operational needs of the external customer.
    - Continually strive to improve the image of MDOT.
    - Ensure that the Region Communication Representative is made aware of all maintenance activities impacting trunklines and the motoring public.

Duty 5

General Summary: **Percentage: 10**

Act as a TFR. Prepare contingency plans with the Region Office and other TSCs to ensure all aspects of maintenance operations would continue utilizing other means in the event of a contract agency work slowdown or stoppage.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds.

Individual tasks related to the duty:

- Respond to emergencies that may develop and provide expertise to resolve the problem in a timely manner with approved maintenance procedures.
- Report the status of all emergency events to the TSC Manager and coordinate any necessary hazardous material cleanup.
- Notify Statewide Transportation Operations Center (STOC) of incidents and roadway closures. Provide updates as necessary until the incident is cleared.
- Follow approved Bay Region Incident Response Protocol.

- Coordinate the department's response to major traffic incidents.
- Ensure appropriate use of Personal Protect Equipment (PPE) by all staff involved.

Duty 6

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

Implement and administer process improvements and strategic plan initiatives.

Individual tasks related to the duty:

- Participate in employee teams to improve TSC, Bay Region, and Statewide business processes.
- Participate in Bay Region's Maintenance Business Team.
- Participate in Peer Academy activities.
- Review customer requirements, customer satisfaction, and internal performance. Use tools for tracking work completed, recurring challenges for new solutions, cost effectiveness of different alternatives, etc.
- Utilize Performance Based Maintenance (PBM). Participate in data collection. Use outcomes to help develop region strategy of work program priorities within Bay Region.
- Assist in the implementation and operation of MDOT's Transportation Asset Management System (TAMS).
- 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.

This position makes decisions regarding the priority of completing contracted maintenance work.

Decisions made on a daily basis that reflect the condition of roadway surfaces, bridges, drainage structures, guardrails, shoulders, and roadsides to keep them in a safe condition for the traveling public.

Generate a continuous improvement mentality with and among each contract agency within Clare, Gladwin, Gratiot, and Midland Counties.

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

When existing policy is unclear, or when changes or variances from existing MDOT policies, guidelines, or procedures are needed. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversial matters, or revisions of specification or contractual matters.

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.

Exposure to heights (e.g., bridge decks, ladders, steep embankments, etc.). Work outside or drive in adverse weather conditions during emergencies. Ability to traverse all types of terrain and various highway and bridge structures including up and down roadway slopes during plan reviews. Continually work near heavy traffic and busy highways. Move heavy objects, and remain in a stationary position for extended periods of time. Perform well under the stress of emergencies and often adverse conditions including vehicle crashes. Act calmly and rapidly during emergencies/challenging situations including communicating with other emergency service workers. This position is required to operate a vehicle and/or vehicle trailer combination with a GVWR of between 10,001 and 26,000 pounds. 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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.

N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

Coordinate and oversee trunkline maintenance contracting activities in Clare, Gladwin, Gratiot, and Midland Counties. Plan, budget, and monitor activities of contract counties, municipalities, and the private sector. Approve completed phases of work. Coordinate MDOT activities for purposes of partnering with municipalities and counties. Partner with other TMCs, TSCs, regions, and Lansing central office to create an interdependent relationship. Act as the liaison with the region office to ensure continuity and cooperation within the region and statewide. Act as a TFR during emergencies. Perform special assignments as need arises.

Operate a vehicle or a vehicle trailer combination (e.g., truck and traffic trailer) with a GVWR of between 10,001 and 26,000 pounds when transporting the traffic trailer to work zones, crashes, etc.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated all duties to reflect the most current related tasks and associated anticipated work percentages, revised required statements, included inclusive language, and minor grammatical changes throughout. Added GVWR information for vehicle/vehicle trailer combinations.

25. What is the function of the work area and how does this position fit into that function?

The Mt Pleasant TSC's area covers five counties (Clare, Gladwin, Gratiot, Isabella, and Midland) which provides customer service to the public, contract counties, business agencies, and municipalities. This includes issuing permits, designing road and bridge projects, coordinating construction projects, developing maintaining traffic plans, and evaluating and inspecting bridges and culverts. This position serves as the TMC for maintenance processes within Clare, Gladwin, Gratiot, and Midland Counties of the Mt Pleasant TSC.

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 Coordinator 12
One year of experience equivalent to a Transportation Maintenance Supervisor 11 or two years of experience equivalent to a Transportation Maintenance Worker 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- modern highway maintenance practices, procedures, and schedules
- methods and materials adaptable to the maintenance of road surfaces, shoulders, drains, signs, special roadside areas, and the removal and control of ice and snow
- hazards and safety precautions related to the work
- regulations related to the granting of permits and encroachments of right-of-way
- budget preparation and control
- various maintenance activities and methods used statewide (i.e., resource levels, strategy, material treatments, weather conditions, site conditions, and traffic considerations)
- region and contract agencies roadway maintenance operations

Ability to:

- determine maintenance needs

- analyze and interpret plans
- coordinate independent contractor work
- plan, supervise, and coordinate the work of direct area/county superintendents
- inspect and oversee independent contractor road maintenance projects and coordinate their work
- determine that quality of work conforms to prescribed standards
- organize work to meet emergency road conditions
- maintain records and prepare reports

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 valid driver's license is required and must be maintained throughout employment in the position.
- Subclass Code: CMVOSSP – A safety-sensitive position in which the employee is required to operate a commercial vehicle. Requires a valid Medical Examiners Certificate for Commercial Driver Medical Certification 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.

I certify that the entries on these pages are accurate and complete.

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**