State of Michigan
Civil Service Commission

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

Position Code
1. TRMTSPV2A43N

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-2	**10. Division** Transportation
5. Working Title (What the agency calls the position) Mt. Pleasant Maintenance Facility Supervisor	**11. Section** Bay Region / Mt. Pleasant TSC
6. Name and Position Code Description of Direct Supervisor ATKINSON, BRIAN E; ENGINEER MANAGER LICENSED-3	**12. Unit** Mt. Pleasant Maintenance Facility
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 Drive, Mt. Pleasant, MI 48858 / M-F, 6:00 a.m.-2:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position supervises and directs personnel and maintenance operations for the Mt. Pleasant Maintenance Facility and plans, budgets, coordinates, oversees, and measures work performance and accomplishments of day-to-day highway maintenance operations. This employee functions as the Transportation First Responder (TFR) for the assigned area and coordinates the Department's response during emergencies.

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.

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: 40**

Supervise, direct, and coach employees.

Individual tasks related to the duty:

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals. Coordinate work element training to be conducted in the work unit. Guide employees in the operation of the work element system. Maintain training records for the work unit.
- Schedule and conduct meetings with staff on a regular basis.

Duty 2

General Summary: **Percentage: 20**

Maintenance Operations Oversight.

This duty requires operating a vehicle and/or vehicle/trailer combination weighing more than 26,001 pounds .

Individual tasks related to the duty:

- Serve as a TFR for geographic area covered by the Mt. Pleasant Maintenance Facility which includes being available outside normal working hours for emergency situations and responding to incident scenes involving our infrastructure by coordinating with police/fire/Emergency Medical Service (EMS) to ensure the road is in a safe condition before being re-opened.
- Monitor the performance of maintenance operations to ensure trunkline maintenance activities comply with applicable department guidelines, practices, and procedures and are in alignment with strategic plans established within the Transportation Service Center (TSC) and Region. Ensure uniformity of highway maintenance operations, methods, and procedures through field inspections and instructions. Make maintenance decisions considering cost and department policy.
- Consistently monitor road conditions in the field as required to ensure public safety.
- Conduct field investigations for complaints received on road, bridge, or roadside conditions.
- Perform winter maintenance activities to include clearing the roadway, salting, and sanding.
- Monitor, track, and manage data collection for road maintenance rating systems. Ensure staff are trained on asset management collection to ensure accurate data collection.
- Coordinate bid processes for materials, services, and equipment including obtaining bids and supporting documents, tracking the work, and submitting request for payment.
- Develop work orders for scheduled work activities and track and report on staff hours, equipment, and materials used within the Transportation Asset Management System.
- Monitor, assign, track, and review work requests established within the Property Damage Reclamation Program.
- Assist Transportation Maintenance Coordinators in the development of detailed work plans for geographic areas of responsibility.
- Monitor and ensure spending remains within allotted budget.
- Procure and coordinate materials, supplies, and equipment needed for maintenance activities.
- Oversee, review, and approve procurement card usage, fleet operations, and vehicle logs.
- Coordinate and/or conduct safety training and inspections.
- Participate in the development and implementation of emergency response and contingency plans.
- Maintain records, prepare reports, prepare work authorizations, and compose correspondence relative to work issues.

Duty 3

General Summary: **Percentage: 20**

Facility Operations and Oversight.

Individual tasks related to the duty:

- Input and/or track work orders and requests within the Department's facility management computer system. Track time, equipment, and materials utilized for facility repairs and report those costs within the facility management computer system.
- Manage private vendor contracts and facility operations.
- Ensure proper environmental function including material data sheets, energy consumption, and air quality. Maintain a current Pollution Incident Prevention Plan (PIPP) and ensure compliance with the PIPP for all assigned facilities including weekly inspections and the proper disposal and record keeping of waste disposal.
- Manage the material inventory for the facility.
- Perform quality control activities of the Mt. Pleasant Maintenance Facility including conducting facility assessments and identifying and scheduling necessary repairs and modifications.
- Ensure the security of the facility and all of its contents.
- Ensure the safety of the maintenance operations as well as the garage/facility including maintaining the Michigan Occupational Safety HA 300 log, posting appropriate safety information, and adhering to any safety protocols. Continuously stress safety, usage of personal protective equipment (PPE), and correct unsafe conditions and activities.

Duty 4

General Summary: **Percentage: 10**

Maintain and share knowledge and expertise on maintenance policy, practices, and procedures.

Individual tasks related to the duty:

- Maintain knowledge of the most current maintenance standards, practices, and procedures. Continue to be well-informed on modern and innovative maintenance work methods.
- Provide information for Freedom of Information Act (FOIA) inquiries and interrogatories.
- Participate in legal depositions as required.
- Provide recommendations on trunkline maintenance needs.
- Provide maintenance related information and data for design of Michigan Department of Transportation (MDOT) projects.
- Participate in project scoping, plan reviews, final construction reviews and post construction critiques.
- Serve as a resource person for other business areas in the region and Lansing Central Office.

Duty 5

General Summary: **Percentage: 5**

Provide leadership in alignment with MDOT's mission, vision, and values. Establish and maintain effective staff and customer relations.

Individual tasks related to the duty:

- Serve as a liaison with the public, local agencies, law enforcement officials, etc. to ensure their needs are understood and adequately addressed. Professionally and effectively meet with the public and respond to and work with customers to investigate complaints, resolve, and provide follow up. Communicate plans for maintenance activities and discuss potential impacts.
- Implement and administer MDOT strategic goals and objectives.
- Create a "partnering" relationship with external customers. Jointly coordinate with external customers and other areas within MDOT to resolve maintenance, special event, and emergency response issues.
- Continually strive to improve the image of MDOT.

Duty 6

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Attend and participate in meetings within the TSC, Region, and Statewide including the Maintenance Business Team.
- Additional duties as required.

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

Decisions regarding items encountered when serving as a TFR as well as decisions related to the Mt. Pleasant Maintenance Facility work methods, contract administration, handling labor relations, and recommending disciplinary actions. Whenever possible, identify, recommend, and implement process or work method improvements.

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

Questions involving department policies, standards, guidelines, and procedures. Situations where department policy is unclear; issues that could be politically sensitive; and fleet, equipment, or facility repairs that exceed local purchasing authority levels.

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.

Be a first responder to emergencies which includes being available outside normal working hours for maintenance operations, in all weather conditions and making effective decisions in emergency situations; frequently works in heavy traffic; extensive travel due to work requirements; field work requires ability to traverse steep slopes and embankments; work in inclement weather; must wear required PPE. Ability to remain in a stationary position for long periods; utilize department software and hardware; sustain long periods in confined spaces; 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; move/transport up to 100 pounds. Required to operate vehicles during severe weather. 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.

NAME	CLASS TITLE	NAME	CLASS TITLE
VACANT	GENERAL SPS EMPLOYEE	WOOD, CAYLIE	JANITOR-E E5
VACANT	STATE WORKER	FLAUGHER, BRANDON J	TRANSPORTATION MAINT WORKER-A 9
VACANT	TRANSPORTATION MAINT WORKER-A	MIKEK, MICHAEL S	TRANSPORTATION MAINT WORKER-E E8
BARBER, DARYL R	TRANSPORTATION MAINT WORKER-E E8	SPITZLEY, MARK D	TRANSPORTATION MAINT WORKER-E E8
HIRSCHMAN, MICHAEL J	TRANSPORTATION MAINT WORKER-E E8	ROUSE, BRAD A	TRANSPORTATION MAINT WORKER-E E8
LEIFERMAN, BRIAN H	TRANSPORTATION MAINT WORKER-E E8	SCHAFER, RUSSELL	TRANSPORTATION MAINT WORKER-E E8
GERE, WAYNE L	TRANSPORTATION MAINT WORKER-E E8	SUNDBERG, JOHN M	TRANSPORTATION MAINT WORKER-E 7
TRAVIS, NICHOLAS M	TRANSPORTATION MAINT WORKER-E 6		

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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 supervises and directs personnel and maintenance operations for the Mt. Pleasant Maintenance Facility and plans, budgets, coordinates, oversees, and measures work performance and accomplishments of day-to-day highway maintenance operations. This employee functions as the Transportation First Responder (TFR) for the assigned area and coordinates the Department's response during emergencies.

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?

The function of the work area is to maintain the transportation infrastructure in a reasonable and safe condition. This position oversees the Mt. Pleasant Maintenance Facility.

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 12
One year of experience equivalent to a Transportation Maintenance Supervisor 11 or two years equivalent to a Transportation Maintenance Worker 9 or three years equivalent to a Bridge Worker E8, Electrician Licensed E9, Heavy Equipment Mechanic E10, Maintenance Mechanic E9, Steeplejack E9, or Welder E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- maintenance methods/equipment/materials/operations applicable to road surfaces/shoulders/ drains/signs/roadside areas, and snow/ice removal
- Statewide Integrated Governmental Management Application (SIGMA) Employee Self-Service, Manager Self-Service, and Financial functions
- the functions of the Transportation Asset Management System, Facility Management Computer System, and Road Maintenance Rating Systems
- administration of contracts
- MDOT’s Preventative Maintenance Program
- supervisory practices/policies/procedures
- budget preparation
- effective communicating with staff
- safety compliance, regulations and guidelines and how to apply them to maintenance activities and garage facility operations
- principles of self-managed work teams and the department’s strategic plan

Ability to:

- be available outside normal working hours for emergency situations
- effectively communicate in various formats with a variety of individuals
- be persuasive with patience and firmness to convince the public and/or employees of the merits of our policies/methods
- maintain records and prepare reports
- plan and coordinate work

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. Subclass Code:
- CDLT – Possession of a valid Commercial Driver's License (CDL). Position requires a Commercial Driver's License (CDL) Group A with either an N or X endorsement and no air brake restrictions that 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 | 9/29/2026

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**