

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

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| <b>Position Code</b><br>1. TRMTWKRE |
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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><br>TRANSPORTATION CENTRAL OFFICE                                                                 |
| <b>3. Employee Identification Number</b>                                                                 | <b>9. Bureau (Institution, Board, or Commission)</b><br>Highways Operations                                                  |
| <b>4. Civil Service Position Code Description</b><br>TRANSPORTATION MAINT WORKER-E                       | <b>10. Division</b><br>Grand Region                                                                                          |
| <b>5. Working Title (What the agency calls the position)</b><br>Transportation Maintenance Worker        | <b>11. Section</b><br>Operations                                                                                             |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>VARIOUS; TRANSPORTATION MAINT SPV-2 | <b>12. Unit</b>                                                                                                              |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>TRANSPORTATION MAINT SPV-3    | <b>13. Work Location (City and Address)/Hours of Work</b><br>Various / Hours & Shifts (incl'd wknds)-vary at mgmt discretion |

**14. General Summary of Function/Purpose of Position**

This position performs maintenance of state trunklines in the Grand Region and operates various pieces of equipment used in the maintenance and repair of roadways, Bridges, Forestry, Sign, and Winter Maintenance operations. This position is required to participate in the Michigan Department of Transportation (MDOT) Transportation Maintenance Worker (TMW) work element system and travel with a crew in the assigned geographic area. Winter months are spent performing winter maintenance duties which may be Region-wide while on temporary winter assignment to Maintenance Garages.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g. lift bed truck, hydraulic crane, snowplow, etc.) 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: 75**

Perform work activities using manual labor as well as various equipment and participate in MDOT's TMW work element 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:**

- Perform work activities including, but not limited to, bridge sandblasting, bridge painting, bridge deck removal and repair, snow plowing, sign maintenance, tree removal, mowing, right-of-way fence repair, and salting and sanding pavements, etc.
- Operate and train other employees in heavy motorized equipment such as lift bed truck, hydraulic crane, stake truck, truck mounted aerial device, pickup truck, abrasive blasting equipment, air hammer, spray painting equipment, air compressor, loader, backhoe and dump truck with snow removal attachments, etc.
- Participate in encouraging all employees to work together to accomplish required planning, scheduling, and completion of maintenance tasks.

**Duty 2**

**General Summary:**

**Percentage: 10**

Perform equipment servicing and cleaning of garage facilities and grounds.

**Individual tasks related to the duty:**

- Perform equipment servicing and cleaning.
- Maintain garage facilities.
- Maintain grounds.

**Duty 3**

**General Summary:**

**Percentage: 10**

Operate specialized maintenance equipment.

**Individual tasks related to the duty:**

- Operate specialized maintenance equipment including, but not limited to, abrasive blasting equipment, aerial devices, bridge inspection equipment, sky genie device, chain saws, brush clippers, other equipment as necessary.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Perform related work as assigned by supervisor.

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

Exercise judgment to select and apply the most appropriate guideline from available alternatives. 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 assignment is unclear or involves a policy decision or when alternative methods are used in the repair or replacement of anything within the right-of-way.

**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 daily. Must have ability to traverse rough ground and high structures up to 100 feet requiring the use of aerial equipment, scaffolding, or safety harnesses under or alongside the structure while performing bridge maintenance activities. Perform manual labor which involves transporting heavy tools and materials weighing up to 100 pounds. Operate a 60- to 90-pound jackhammer. Requires bending, twisting, and stooping many times a day. Must be able to enter confined spaces which requires the use of an air-fed hooded respirator or negative or positive pressure respirator. Work hazards include working on roadways in traffic, working with chemicals, and wearing personal protective equipment. Work hours may vary, may require seasonal reassignment, and occasional overnight travel. This position is required to operate vehicle or a vehicle/trailer combination with a GVWR of 26,001 pounds or more. Must 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 maintenance of state trunklines within the right-of-way for Region Maintenance Crew in the Grand Region and operates various pieces of equipment used in the maintenance and repair of roadways, Bridges, Forestry, Sign, and Winter Maintenance operations. This position is required to participate in the Michigan Department of Transportation (MDOT) Transportation Maintenance Worker (TMW) work element system and travel with a crew in the assigned geographic area. Winter months are spent performing winter maintenance duties which may be Region-wide while on temporary winter assignment to Maintenance Garages.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g. lift bed truck, hydraulic crane, snowplow, etc.) 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 unit is responsible for maintenance of highway structures, roadsides, and signs on state trunk lines within the Region. This position performs this maintenance for an assigned geographic area.

**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, or bridge maintenance/construction, 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:

- the safe operation of heavy machinery/equipment
- laws, regulations, and proper procedures for entering confined spaces
- safety policies and procedures
- procedures and methods used in maintenance activities

Ability to:

- operate equipment efficiently and safely
- interpret and understand written and oral instruction
- identify, recommend, or implement improvements in work area
- enter confined spaces

**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      | 7/21/2026 |
| Appointing Authority | Date      |

|                                                                                                                                                                                       |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <i>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.</i> |      |
| Employee                                                                                                                                                                              | Date |