

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

Position Code

1. DPTLTCH141R

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) Highway Operations
4. Civil Service Position Code Description Departmental Technician-E	10. Division Grand Region
5. Working Title (What the agency calls the position) Grand Region Operations-Maintenance Department Technician	11. Section Operations
6. Name and Position Code Description of Direct Supervisor VACANT; TRANSPORTATION MAINT SPV-3	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor TELLIER, THOMAS; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1420 Front Ave. NW, Grand Rapids MI 49504 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary

14. General Summary of Function/Purpose of Position

This position performs a variety of technical duties needed for the operations/maintenance areas of the Grand Region including, but not limited to, purchasing/procurement contracts and requests, processing payments in the state accounting system and tracking reimbursement requests, and assisting the Financial Analyst with compiling data and monitoring the operations unit in procurement card processes. Serve in the rotation of telephone and front desk coverage for the Grand Region Office by directing incoming phone calls to appropriate staff, greeting guests, and assisting them with their needs.

This position supports the region Maintenance Superintendent and provides overall clerical support of the maintenance unit by attending management meetings, maintaining meeting minutes for reference, reviewing and analyzing information needing to be shared within the maintenance or operations unit. Additionally, performs technical assignments in data review of contracts, timesheet certification, invoices, paying or contacting vendors to discuss disputes/inaccuracies, and creating various maintenance reports. The incumbent of this position supports Plainwell Garage, Hastings Garage, and Fennville Garage, and will serve as backup for the Reed City/Marion garages, Special Crews Garage, Automotive & Equipment (A&E) Garage, Region Transportation Maintenance coordinators, Region Rest Area Coordinator, the Transportation Maintenance Worker (TMW) Work Element Coordinator and Region Operations.

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

Perform technical assignments in support of the Region's procurement of maintenance equipment and services for assigned areas - Plainwell Garage, Fennville Garage and Hastings Garage. Serve as backup for Reed City/Marion garages, Special Crews Garage, Automotive & Equipment (A&E) Garage, Region Transportation Maintenance coordinators, Region Rest Area Coordinator, the Transportation Maintenance Worker (TMW) Work Element Coordinator and Region Operations.

Individual tasks related to the duty:

- Create, evaluate, review, and process vendor invoices to facilitate the approval of payments through the electronic payment process.
- Compile, review, and monitor contracts, invoices, and other financial data.
- Review and extract contract information from contract documents to create and maintain Statewide Integrated Governmental Management Application (SIGMA) documents and Excel spreadsheets.
- Verify proper coding is applied for procurement activities.
- Assist supervisors and managers with all aspects of the invoicing process including contract and/or bid requirements, ProjectWise use, and standardized invoicing requirements.
- Determine eligibility for payment within the SIGMA.
- Create and update Region internal practices to support efficient operations for various types of payments including, but not limited to, invoices, vendor reimbursement, and emergency purchase orders.
- Process payments to vendors, generate purchase documents, and ensure payments are complete and accurate. Follow up on status of payments when necessary.
- Submit procurement contracts to contract services and monitor them through the approval process and completion.
- Create purchase orders for maintenance materials, work with staff to develop or to pull specifications from ProjectWise, and create Request for Proposals (RFP), bid documents, and cost estimates.
- Ensure budgetary compliance, certify eligibility, and process acceptance of material for expenditures on an on-going basis.
- Review and evaluate documents to certify eligibility for purchasing services and obtain proper approvals through preparing purchase orders for equipment and services.
- Review invoices to ensure eligibility and accuracy of the costs to determine and approve payment.
- Track reimbursement requests through review and approval process to certify acceptance of documentation for reimbursement.
- Prepare and edit reports and conduct related correspondence from SIGMA and Excel spreadsheets.

Duty 2

General Summary:

Percentage: 40

Serve as primary timekeeper and provide administrative support for assigned maintenance areas - Plainwell Garage, Fennville Garage and Hastings Garage. Serve as backup for Reed City/Marion garages, Special Crews Garage, Automotive & Equipment (A&E) Garage, Region Transportation Maintenance coordinators, Region Rest Area Coordinator, the Transportation Maintenance Worker (TMW) Work Element Coordinator and Region Operations.

Individual tasks related to the duty:

- Responsible for auditing payroll and equipment usage insuring the proper use of timekeeping codes and financial coding for time and equipment.
- Reject timesheets as needed to have employee or supervisor correct time and or coding due to inaccuracies.
- Serve as a technical resource in timekeeping for the maintenance area of the region.
- Run reports to ensure that all time is submitted by the deadlines set. Address any missing timesheets.
- Train staff as requested and/or needed on timekeeping, policies, and procedures.
- Schedule meetings, prepare agendas, and collect materials for meetings and conferences.
- Perform annual Tagged Inventory for Maintenance and Operations.
- Assist new staff with understanding timekeeping, passwords, safety glasses, safety boots and related policies and procedures.

Duty 3

General Summary:

Percentage: 20

Perform other duties as assigned based on the needs of the region and department.

Individual tasks related to the duty:

- Assist with salt inventory ordering and reports.
- Aid in completing maintenance employee schedules and submitting them to the Office of Human Resources as needed.
- Operate and troubleshoot office equipment.
- Serve in the rotation of telephone and front desk coverage for the Grand Region Office. Direct incoming phone calls to appropriate staff. Greet guests and assist them with their reasoning for visiting the office.

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

Whenever possible, identify, propose, and implement improvements to procedures within the area of responsibility after discussion with Transportation Maintenance Supervisor. Determine priorities. Handle confidential information and work assignments. Determine most efficient or effective way to complete assignments or disseminate information. Handle work assignments requiring immediate action during supervisor's absence.

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

Changes in work procedures; determination of work priorities when many issues arise that require immediate attention. When any aspect of work is not clear. If a situation arises which is new or controversial. When unsure of supervisor's viewpoint.

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.

Requires extended periods of remaining in a stationary position while operating a computer with related departmental software on a daily basis. Ability to work under tight deadlines and perform multiple tasks and/or functions. Occasional lifting of supplies weighing up to 25 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):

- | | |
|---|--|
| ☐ 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?

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of contracts, timesheet certification, invoices, paying or contacting vendors to discuss disputes/inaccuracies, and creating various maintenance reports. The incumbent of this position supports Plainwell Garage, Hastings Garage, and Fennville Garage, and will serve as backup for the Reed City/Marion garages, Special Crews Garage, Automotive & Equipment (A&E) Garage, Region Transportation Maintenance coordinators, Region Rest Area Coordinator, the Transportation Maintenance Worker (TMW) Work Element Coordinator and Region Operations.

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 Grand Region Operations/Maintenance unit is responsible for ensuring that roadways and public facilities such as rest areas and roadside parks are maintained to ensure the needs of the motoring public. This position completes work for assigned areas within the Operations/Maintenance unit of the Grand Region supporting administrative, procurement, and timekeeping functions.

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:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Civil Service rules and regulations
- MDOT policies, procedures, precedents, and terminology

- maintenance procedure workflows
- SIGMA functions, coding, and timesheet processes
- organizations, workflow, staffing forms, and procedures

Skill in:

- organization
- accuracy
- teamwork
- learning/training

Ability to:

- communicate effectively to a variety of personalities
- work independently
- determine work priorities
- interpret and apply complex rules, regulations, policies, and procedures
- make decisions and take necessary actions
- use diplomacy and discretion

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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

8/20/2026

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