

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

Position Code

1. TRMTWKRAB82R

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 Worker-A	10. Division Grand Region
5. Working Title (What the agency calls the position) Transportation Maintenance Worker 9 - Training Coordinator	11. Section Operations
6. Name and Position Code Description of Direct Supervisor ; 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 1240 Front Ave., NW, Grand Rapids, MI 49504 / 7:00 am-3:30 pm Mon-Fri (hours & days may vary)

14. General Summary of Function/Purpose of Position

This position functions as a recognized resource senior worker with complete responsibility for the coordination and training of maintenance activities, which include serving as the Transportation Maintenance Worker (TMW) Work Element Program Coordinator, Maintenance Training Coordinator, Entry Level Drivers Training (ELDT)/Commercial Driver's License (CDL) Training Coordinator, and Respirator Program Coordinator for the Grand Region. This position works with the Transportation System Management & Operations (TSMO) unit in Lansing, assisting with the summer schools, winter schools, CDL training, and statewide provided training classes for Grand Region maintenance employees. Planning, organizing and setting up the annual Grand Region Rodeo and Training event.

This position also performs winter or emergency maintenance as needed and as assigned. The duties of this position require the incumbent to operate a vehicle and/or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) weighing more than 26,001 pounds (e.g., snowplow truck with or without attachments).

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

TMW Work Element Program Coordinator for the Grand Region.

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:

- Train new and existing TMWs region-wide in the TMW Work Element Program.
- Train new and existing Transportation Maintenance Supervisors (TMS) region-wide in the TMW Work Element Program.
- Track TMW status in work element program and maintain electronic files.
- Chair Grand Region TMW review panel.
- Coordinate, schedule and track element related school(s) at the various Training Facilities throughout the state.
- Coordinate, schedule and track all element exams and demos at the maintenance facilities within the Grand Region.
- Participate as a member of the Statewide TMW Work Element Program Committee.
- Attend refresher training as appropriate to maintain proficiency in maintenance activities and equipment operations.
- Operate and train other employees in the use of heavy motorized equipment during the performance of these activities (e.g., six-ton dump truck for hauling maintenance materials and supplies to the job site, six-to nine-ton truck equipped with winter attachments such as metered salt hopper boxes, underbody scraper blades, front snowplows, side mounted wings, tow plows, front-end loader to load salt and other maintenance materials, tractor(s) with attachments, backhoe, loader, rotary mower, one-ton dump truck, motor grader and skid steer, etc.).

Duty 2

General Summary:

Percentage: 20

Maintenance Training Coordinator for the Grand Region.

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:

- Coordinate, schedule and track equipment training(s) for Michigan Occupational Safety and Health Administration (MIOSHA) required equipment cards for maintenance.
- Coordinate, schedule and track Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), first aid, and stop the bleed training for maintenance.
- Coordinate, schedule and track Work Zone and Traffic Regulator Training.
- Coordinate, schedule and track guardrail and cable rail training(s) for maintenance.
- Coordinate, schedule and track outside equipment vendor training(s) for maintenance.
- Coordinate, schedule and track crane training.
- Coordinate, schedule and track Michigan Department of Agriculture & Rural Development (MDARD) required chemical spray training.
- Coordinate work zone reviews with Region Operations Tech.
- Assist the Region Resource Analyst on roadside operations (e.g., spraying, mowing, etc.).

Duty 3

General Summary:

Percentage: 20

ELDT/ CDL Training Coordinator for the Grand Region.

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:

- Attend training with TSMO staff and communicate the Grand Regions ELDT/CDL training program status to ensure statewide consistency.
- Coordinate, schedule, and track all new Grand Region employees in the ELDT/CDL training program.
- Provide assistance with the online curriculum portion of the ELDT/CDL training program.
- Provide training in the skills portion of the ELDT/CDL training program within the Grand Region.

- Assist with the coordination, scheduling, and tracking of new employees for their skills test with a third-party tester.
- Attend refresher training as appropriate to maintain proficiency with ELDT/CDL requirements.
- Conduct garage inventory inspections including salt inventory and calibration of plow trucks.

Duty 4

General Summary:

Percentage: 10

Respirator Program Coordinator for the Grand Region.

Individual tasks related to the duty:

- Coordinate, schedule, and track all TMWs for their medical evaluation and testing (when required).
- Coordinate, schedule, track, and provide training for all region-wide TMWs and TMSs on the respirator program annually.
- Assist with the coordination, scheduling, and tracking of all TMWs for their respirator fit testing with TMSs.
- Attend refresher training as appropriate to maintain proficiency with the respirator program requirements and MIOSHA standards.

Duty 5

General Summary:

Percentage: 5

Assist in snow removal activities and emergency response.

Individual tasks related to the duty:

- Assist in snow removal activities and emergency response as needed within the Grand Region.
- Operate six-to nine-ton truck equipped with winter attachments such as metered salt hopper boxes, underbody scraper blades, front snowplows, side mounted wings, tow plows, front-end loader to load salt and other maintenance materials, etc.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist with facility maintenance inspections and/or reviews.
- Assist with Property Damage Reclamation Process (PDRP).
- Assist with Damage Claims.
- 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.

Make decisions regarding necessary equipment needed for training, inspections, and other methods required to carry out the duties of the task at hand.

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

Decisions regarding public safety, changes to methods, department policy, inventory discrepancies, and politically sensitive situations.

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 travel throughout the region and statewide to meetings, trainings, etc. Overnight stays may be required. Ability to transport heavy objects weighing up to 100 pounds, climb ladders, work in or near heavy traffic, work in adverse weather conditions, traversing slopes, ditches, and uneven terrain. Must be able to remain in a stationary position for long periods time while performing duties. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more. Be available outside normal working hours for maintenance 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):

- | | |
|---|--|
| ☐ 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 functions as a recognized resource senior worker with complete responsibility for the coordination and training of maintenance activities, which include serving as the Transportation Maintenance Worker (TMW) Work Element Program Coordinator, Maintenance Training Coordinator, Entry Level Drivers Training (ELDT)/Commercial Driver's License (CDL) Training Coordinator, and Respirator Program Coordinator for the Grand Region. This position works with the Transportation System Management & Operations (TSMO) unit in Lansing, assisting with the summer schools, winter schools, CDL training, and statewide provided training classes for Grand Region maintenance employees. Planning, organizing and setting up the annual Grand Region Rodeo and Training event.

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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?

The function of the work area is to provide all aspects of road and bridge maintenance within a geographic region, to ensure structural integrity and public safety for the Grand Region. This requires extensive employee training, scheduling, tracking, inspection, assessing conditions, documenting, and sharing tracking reports with region maintenance and region operations staff.

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 9

Three years of experience equivalent to a TMW, including one year equivalent to a TMW E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- MDOT's TMW Work Element Program
- Property Damage Reclamation Process

- Respirator Program
- ELDT/CDL program
- MDARD's chemical spray program
- MDOT's safety program
- first aid including CPR and AED usage

Skill in:

- instructing/training others
- mathematics for measuring and computing information
- organizing and maintaining records

Ability to:

- correctly implement current traffic controls methods
- communicate effectively
- work effectively with others as a team
- use computers and various software

**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.
- Position requires a Commercial Driver's License (CDL) Group A with and N or X endorsement with 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

7/30/2026

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