State of Michigan
Civil Service Commission

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

Position Code
1. TRMTWKRAB29R

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 TRANSPORTATION MAINT WORKER-A	**10. Division** Grand Region
5. Working Title (What the agency calls the position) Lead Worker	**11. Section** Maintenance
6. Name and Position Code Description of Direct Supervisor VACANT; TRANSPORTATION MAINT SPV-2	**12. Unit** Plainwell Garage
7. Name and Position Code Description of Second Level Supervisor MOORE, SCOTT A; TRANSPORTATION MAINT SPV-3	**13. Work Location (City and Address)/Hours of Work** 596 11th St., Plainwell, MI 49080 / 7:30a-4:30p (may vary at mgmt discretion)

14. General Summary of Function/Purpose of Position

This position functions as a Lead Worker for the assigned garage responsible for performing, directing, and training other employees in all aspects of maintenance of highways, structures, roadsides, and signs on state trunk lines within the Grand Region. This includes, but is not limited to, guiding crew members in safety protocols, instructing crew members on how to operate equipment safely, training crew members in proper maintenance operations, and guiding those participating in the Transportation Maintenance Worker (TMW) Work Elements Program. This position may operate any piece of equipment used for maintenance including, but not limited to, a 6-ton dump truck; 6 to 9-ton truck equipped with winter attachments such as metered salt hopper boxes, underbody scraper blades, snow plows, etc.; front-end loader; tractor with attachments such as backhoe, loader, mower etc.; 1-ton dump truck; motor grader with wing and plow; roller; bulldozer; hydraulic crane; aerial bucket; hydraulic excavator; snow blower; chain saw; electric tools and generator; brush chipper; pavement router; tar kettle; and air compressor and air powered tools.

This position operates a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more 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**

Serve as the lead worker for the assigned garage by performing maintenance activities and leading employees performing maintenance in all aspects of highway, bridge, roadside, and sign maintenance including equipment servicing as described in the Michigan Department of Transportation (MDOT) Operation Maintenance Handbook, and additional duties as listed in the Michigan Department of Civil Service TMW Job Specification.

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:

- Organize, perform, train, and direct work of lower-level TMWs for all activities listed in MDOT's Direct Maintenance Handbook. This includes, but is not limited to, all surface, shoulder, roadside, winter, traffic control, work zone, equipment, facility, and general maintenance activities.
- Participate in and act as a trainer for the TMW Work Elements Program.
- Operate heavy equipment and tools (e.g., 6-ton dump truck, snowplows, front-end loader, bulldozer, aerial bucket, chain saw, electric tools, brush chipper, pavement router, tar kettle, air compressor, etc.) needed to perform highway, roadside, and bridge maintenance.
- Operate traffic control devices (e.g., crash trucks, arrow boards, message boards, channeling devices, etc.) for established work zones.
- Perform permit inspection.
- Review, analyze, and utilize guidance documents.
- Assign daily work to others.
- Communicate regularly with employees and supervisor.

Duty 2

General Summary: **Percentage: 10**

Oversee and perform administrative functions.

Individual tasks related to the duty:

- Ensure time, travel, activity/job coding, and reimbursement requests are submitted in an efficient and timely manner. Verify that all information provided is accurate and resolve any inaccuracies.
- Review, analyze, and interpret overall budget and assist supervisor with implementation.
- Utilize equipment rental process as needed.
- Interpret and apply purchasing policies and procedures as necessary.
- Participate in the planning of maintenance activities.
- Attend training as needed.
- Participate in the TMW Work Elements Program and maintain required documentation.

Duty 3

General Summary: **Percentage: 10**

Serve as the lead worker responsible for guiding crew members in safety protocols, instructing crew members on how to operate equipment safely, training crew members in proper maintenance operations, and guiding those participating in the 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:

- Review, analyze, and interpret safety policies and procedures and guide/train employees in safe work methods.
- Review, analyze, and interpret the Department Accident Prevention Plan.
- Follow equipment safety procedures and train others on equipment safety.
- Train, monitor, and direct others in the proper use of all work zone safety items including personal protective equipment (PPE).
- Attend safety, cardiopulmonary resuscitation (CPR), and First Aid training.
- Maintain records of completed training.

- Work with supervisor to develop safety training plan.
- Assist new employees with the TMW Work Element Program.

Duty 4

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

Perform other duties as assigned.

Individual tasks related to the duty:

- Work with crew members to develop new and improved methods for performing maintenance activities.
- 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.

- Exercise judgment to select and apply the most appropriate work methods.
- When to start or stop work in different traffic situations due to safety considerations or weather conditions.
- Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.
- Make decisions that will enhance activity performance.

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

- Assignment is unclear or involves a policy decision.

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.

Handle objects weighing up to 100 pounds, operate heavy equipment, climb ladders, work in areas with moving traffic and heavy equipment, traverse rough terrain, and work in all extremes of weather. Potential exposure to hazardous materials. Ability to remain in a stationary position for long periods, work in confined spaces, work from heights in excess of 150 feet utilizing aerial equipment and/or from bridge decks, wear correct PPE, sustained extensive and repetitive twisting, bending, stooping, crouching, kneeling, reaching, climbing, lifting, and squatting. Be available outside normal working hours for maintenance operations, in all weather conditions. 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
EDWARDS, JAMES L	TRANSPORTATION MAINT WORKER-E E8	STANDISH, RODNEY	TRANSPORTATION MAINT WORKER-E E8
KEMP, NICHOLAS	TRANSPORTATION MAINT WORKER-E E8	BELKA, CARROL	TRANSPORTATION MAINT WORKER-E E8
VOSS, JACOB T	TRANSPORTATION MAINT WORKER-E E8	BRESETT, RONALD J	TRANSPORTATION MAINT WORKER-E E8
KLAVINGER, DONALD	TRANSPORTATION MAINT WORKER-E E8	COOK, JOSHUA P	TRANSPORTATION MAINT WORKER-E E8
BRYANT, JEFFREY	TRANSPORTATION MAINT WORKER-E 7	BOND, TRAVIS J	TRANSPORTATION MAINT WORKER-E E8
GOODWIN, MITCHELL A	TRANSPORTATION MAINT WORKER-E E8		

Additional Subordinates

There are multiple TMW 9 positions in this work unit overseeing several lower-level employees. Based on workload, the positions that this TMW 9 oversees may vary amongst the above listed positions. All TMW 9 positions will oversee at least 2 lower-level employees at all times.

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

N	Complete and sign service ratings.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	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 functions as a Lead Worker for the assigned garage responsible for performing, directing, and training other employees in all aspects of maintenance of highways, structures, roadsides, and signs on state trunk lines within the Grand Region. This includes, but is not limited to, guiding crew members in safety protocols, instructing crew members on how to operate equipment safely, training crew members in proper maintenance operations, and guiding those participating in the Transportation Maintenance Worker (TMW) Work Elements Program. This position may operate any piece of equipment used for maintenance including, but not limited to, a 6-ton dump truck; 6 to 9-ton truck equipped with winter attachments such as metered salt hopper boxes, underbody scraper blades, snow plows, etc.; front-end loader; tractor with attachments such as backhoe, loader, mower etc.; 1-ton dump truck; motor grader with wing and plow; roller; bulldozer; hydraulic crane; aerial bucket; hydraulic excavator; snow blower; chain saw; electric tools and generator; brush chipper; pavement router; tar kettle; and air compressor and air powered tools.

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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 unit is responsible for maintenance of highway structures, roadsides, and signs on state trunk lines within the Region. This position is responsible for leading TMW's in performing maintenance activities utilizing necessary personnel, equipment, and materials.

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 Transportation Maintenance Worker, including one year equivalent to a Transportation Maintenance Worker E8 with the required MDOT work elements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- safe operation of equipment, power, and hand tools
- proper methods of traffic and work zone controls/signing/safety precautions
- procedures for performing inspection of equipment
- safety policies, procedures, and methods used in maintenance activities
- material purchasing procedures

Ability to:

- make repairs to equipment and facilities
- understand and follow directions/instructions
- communicate effectively
- work in inclement weather
- wear PPE
- work from heights up to 150 feet utilizing aerial equipment
- operate equipment in a safe manner

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 valid 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.
- Ability to obtain and maintain an Operator's Card in accordance with Michigan Occupational Safety and Health Administration (MIOSHA) regulations.

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 — **Appointing Authority**

10/6/2026 — **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**