

## 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> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highway
<b>4. Civil Service Position Code Description</b> TRANSPORTATION MAINT WORKER-A	<b>10. Division</b> Maintenance
<b>5. Working Title (What the agency calls the position)</b> Transportation Maintenance Worker 9	<b>11. Section</b> Alpena TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHAEDIG, KEVIN D; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> North Region
<b>7. Name and Position Code Description of Second Level Supervisor</b> THAYER, SCOTT D; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 1540 Airport Road, Alpena, MI 49707 / Mon-Fri- 7:30 a.m. - 4:30 p.m. (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position serves as the recognized resource for the Alpena Transportation Service Center's (TSC's) maintenance contracts responsible for managing/monitoring contractors and contracts; coordinating testing and repairs; and completing inspections. Additionally, this position is required to participate in the Transportation Maintenance Worker (TMW) Work Element Program, travel with crews in an assigned geographic area, and travel throughout the TSC area. This position is subject to seasonal reassignment for winter maintenance activities.</p> <p>Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplows) when performing maintenance operations.</p>	

**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: 30**

Coordinate highway maintenance activities including administrating and monitoring non-winter maintenance contracts within the TSC area; inspecting and monitoring work done by contractors, county crews, direct force crews, and Career Pathway crews; and leading maintenance crews in the completion of required work items.

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:**

- Administer non-winter maintenance contracts such as mowing, brush clearing, and the maintenance of rest areas, and roadside parks, including monitoring quality and compliance, inspecting and approving/disapproving work done by contractors/consultants, recommending payment, and verifying quantities (e.g. verify catch basin clean out, deliveries and quality of materials by suppliers, etc.).
- Manage the requisition, procurement, and maintenance of inventory, materials, supplies, and equipment required in the work. Create material specifications for use in purchasing materials by the contract process.
- Coordinate contracted repairs needed for rest areas, salt barns, and roadside parks.
- Coordinate the creation of new methods for maintenance activities.
- Direct maintenance crews composed of Michigan Department of Transportation (MDOT), contract agency, or contractor staff.
- Monitor and/or oversee the work performed by contractors (e.g. rest area maintenance, catch basins, etc.) and complete inspections on repairs and services performed.
- Utilize the Transportation Asset Management System (TAMS) to generate and complete work orders for maintenance activities.
- Assist the Transportation Maintenance Coordinator in entering municipal bills in Local Agency Payment System (LAPS).
- Perform weekly Soil Erosion and Sedimentation Control (SESC) checks on county maintenance jobs.
- Perform emergency repair assessments (e.g. storm damage, traffic crashes, etc.) and determine scope of the repair.
- Train contracted and MDOT repair crews as needed.
- Assist repair crews as needed.
- Prepare contract specifications for non-winter maintenance activities.
- Maintain records, prepare reports, and compose correspondence relative to the work.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide technical assistance to TSC and Region Operations staff.

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:**

- Assist with various damage reports and enter data in Traffic Crash Reporting System (TCRS).
- Perform field work and provide assistance for the Adopt-a-Highway (AAH) Program. This includes, but is not limited to, conducting sign inventories, field verification, and coordinating supplies to road commissions.
- Coordinate aggregate tests on concrete for county bridge crews.
- Measure and report on the regain time between a storm event and when normal traffic resumes, and the amount of winter road patrols in connection with MDOT's Good Government in Action (GGIA) implementation.
- Monitor checkerboard at county lines and assist in monitoring Level of Service so that motorists experience uniform road conditions during winter events.
- Measure the delay time it takes to traverse work zones.
- Oversee and maintain sign inventory at county garages. Complete work orders when signs have been damaged.
- Monitor local agency salt usage by helping coordinate the calibration of county salt trucks, downloading data from county salt spreaders to ensure salt is not wasted with high application rates, and coordinate salt moisture and random weight tests upon delivery.
- Utilize TAMS to generate and complete work orders for maintenance activities (e.g. damaged guardrails, etc.).
- Perform Physical Feature Inventories to support asset management practices by attaching Geographic Information System (GIS) assets to maintenance work orders, updating attributes based on repairs or errors, documenting locations where assets are missing or need relocation, and assisting with other asset management efforts.
- Investigate complaints related to and conduct road inspections on road or bridge conditions and right-of-way.
- Support Workforce Development Programs within North Region.

**Duty 3****General Summary:****Percentage: 25**

Perform maintenance on trunklines, roadsides, bridges, signs, parks, and rest area operations while 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:**

- Operate various types of equipment, including, but not limited to, heavy duty dump trucks with snowplows, underbody blades, and sand and salt spreaders; front end loader; air compressor; tools weighing 65 to 100 pounds; 6 to 10 ton dump trucks; truck mounted aerial lift equipment; spray equipment; small cranes; skid steer w/attachments; and other related equipment and hand tools.
- Maintain tools and equipment and change underbody blades weighing 60 pounds.
- Perform snow removal including salting and sanding pavements.
- Perform patrol patching.
- Raise and place guardrail posts and steel beam guardrails.
- Determine correct ditch and culvert grades to provide for proper flow.
- Repair catch basins and replace culverts.
- Clean ditches with grade-all backhoe and bulldozer.
- Blade gravel shoulders.
- Perform asphalt work with paver and roller.
- Perform all types of concrete repairs, treatments, and replacements (e.g. patch concrete pavement, bridge decks, bridge barriers, substructure of bridges, fix inside of catch basins, etc.).
- Trim and remove trees from roadsides and parks.
- Perform routine sign repairs and replacements.
- Prepare applicable paperwork (e.g. work plans, time sheets, etc.).
- Provide training for employees.

**Duty 4****General Summary:****Percentage: 20**

Perform other duties as assigned.

**Individual tasks related to the duty:**

- Perform field reviews and obtain pictures for various projects including emergency maintenance.
- Perform administrative functions as needed (e.g. scanning, filing, etc.).
- Collect traffic data(e.g. turning movement counts, etc.).
- Provide support and guidance to maintaining agencies (e.g. road commissions. cities, counties, etc.).
- Follow-up and conduct field reviews for customer inquiries of poor road conditions and/or issues.
- Develop scope, quantities, and cost estimates for maintenance shelf projects and emergency fixes.
- Perform work zone compliance reviews on maintenance projects.
- Assist in coordinating work zone safety training for local maintaining agencies.
- Coordinate supplies, equipment, and training for local maintaining agencies.
- 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 guideline from the available alternatives. 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.**

When assignment is unclear or involves a decision not within established policy. When alternative methods are used in repair or replacement of anything within the highway 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 (e.g., bridge decks). Perform manual labor which involves transporting heavy tools and materials weighing up to 100 pounds. Operate a 60-90-pound jackhammer. Requires bending, twisting, and stooping many times a day and occasionally working from heights up to 100 feet requiring the use of aerial equipment, scaffolding or safety harnesses under or alongside the structure while performing bridge maintenance activities. 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 (PPE). Work hours may vary, may require occasional overnight travel, and may require seasonal reassignment. 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/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 serves as the recognized resource for the Alpena Transportation Service Center's (TSC's) maintenance contracts responsible for managing/monitoring contractors and contracts; coordinating testing and repairs; and completing inspections. Additionally, this position is required to participate in the Transportation Maintenance Worker (TMW) Work Element Program, travel with crews in an assigned geographic area, and travel throughout the TSC area. This position is subject to seasonal reassignment for winter maintenance activities.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplows) when performing maintenance 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 function of the work area is to oversee maintenance contracting activities in the area of the TSC. This position assists in planning, budgeting and monitoring activities of contract counties, municipalities, and the private sector. Coordinates with the Region Superintendent to maintain uniformity on a region wide basis for all maintenance operations. Coordinates activities with other areas of MDOT for purposes of partnering with cities and counties.

**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 TAMS system
- the proper administration of contracts
- MDOT's Preventative Maintenance Program
- budget preparation

Skill in:

- operating equipment safely and efficiently
- making minor repairs to equipment, tools, and vehicles used in maintenance work

Ability to:

- communicate effectively with a variety of personalities
- plan and coordinate work
- follow all safety compliance, regulations, and guidelines and apply them to maintenance activities, and garage facility operations
- effectively utilize PPE
- work as a team member
- work with customers to resolve concerns and provide good customer service
- work in inclement weather, confined spaces, and traffic
- wear a respirator and safety equipment when necessary
- work at heights in excess of 100 feet
- maintain a working telephone
- work outside regularly
- work overtime as required
- travel as required

**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 N or X endorsement and no air brake restrictions and must maintain throughout employment.
- Ability to obtain and maintain an Operator's Card in accordance with Michigan Occupational Safety and Health Administration (MIOSHA) regulations.
- Possession of Soil Erosion and Sedimentation Control Certification or possession within 12 months from the date of hire into 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

5/14/2026

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