

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

|                                         |
|-----------------------------------------|
| <b>Position Code</b><br>1. TRMTWKREA36R |
|-----------------------------------------|

## 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                                                                               |
| <b>4. Civil Service Position Code Description</b><br>TRANSPORTATION MAINT WORKER-E                                          | <b>10. Division</b><br>Operations                                                                                                              |
| <b>5. Working Title (What the agency calls the position)</b><br>Transportation Maintenance Worker-E (6/7/E8)                | <b>11. Section</b><br>North Region Field Operations                                                                                            |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>BEGLEY, AARON; TRANSPORTATION MAINT SPV-2              | <b>12. Unit</b><br>Atlanta Garage                                                                                                              |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>ZUIDERVEEN, LYNDON P; TRANSPORTATION MAINT SPV-3 | <b>13. Work Location (City and Address)/Hours of Work</b><br>13490 M-32, Atlanta, MI 49709 / 6:00 am-4:30 pm / Mon-Thu / Hours & Days May Vary |

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

Under the direction of a Transportation Maintenance Supervisor or a Transportation Maintenance Worker (TMW) 9, perform maintenance of state trunk-lines within the right-of-way (ROW) generally within the North Region geographical area. This position is required to participate in the TMW Work Element Program and may be trained to operate any piece of equipment used in a maintenance operation.. This position may, at times, perform other assigned duties from other regions, counties, or Michigan Department of Transportation (MDOT) facilities to meet operational needs.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., bucket truck, 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: 65**

Perform all surface, roadside general maintenance, and winter maintenance activities listed in MDOT's Direct Maintenance Handbook. Operate all types of equipment.

This duty requires operating a vehicle and/or vehicle trailer combination with a GVWR of up to or more than 26,001 pounds.

**Individual tasks related to the duty:**

- Perform patrol patching, crack filling, blading gravel shoulders, litter pick-up, steel guardrail repair, snow removal, sign maintenance, seal patching, gravel shoulders, tree removal, mowing, ROW fence repair, salting and sanding pavements, and delineator maintenance.
- Operate heavy motorized equipment including, but not limited to, six-ton dump truck for hauling maintenance materials and supplies to job site; six-to nine-ton truck equipped with winter maintenance materials; tractor with attachment such as backhoe loader, bucket, and rotary mower; one-ton dump truck, motor grader and roller, etc.
- Operate power equipment including, but not limited to, chain saw for cutting trees and posts, brush chipper, tar kettle, air compressor, and air powered tools such as an air hammer, electric tools, generator, pavement router, etc.
- Perform manual labor tasks including, but not limited to, shoveling stones and asphalt materials, unloading materials from truck bed, transporting and setting up signs for temporary lane closures, clearing roads and shoulders of dead animals, etc.
- Perform highway maintenance work using hand tools including, but not limited to, shovel, sledgehammer, rake, post-hole digger, and other hand-held tools.
- Participate in encouraging all employees to work together to accomplish required planning, scheduling, and completion of maintenance tasks.
- If assigned by supervisor, utilize Commercial Core Pesticide Applicator certification to apply pesticides to control weeds, brush, insects, and disease.

**Duty 2**

**General Summary:**

**Percentage: 20**

Service and clean equipment, grounds, and garage facilities as assigned by supervisor.

**Individual tasks related to the duty:**

- Perform equipment servicing and cleaning including, but not limited to, making minor repairs to equipment/tools/vehicles, changing oil, lubricating equipment, etc.
- Perform pre-inspection of equipment to determine functional operation.
- Clean and maintain garage facilities.
- Maintain grounds.

**Duty 3**

**General Summary:**

**Percentage: 5**

May be required to operate abrasive blasting equipment and enter confined spaces, which require the use of air-fed hooded respirator/negative or positive pressure respirator.

This duty requires driving a vehicle and/or vehicle trailer combination with a GVWR of up to or more than 26,001 pounds.

**Individual tasks related to the duty:**

- Operate abrasive blasting equipment.
- Obtain and utilize knowledge of laws, regulations, and proper procedures for entering confined spaces which require the use of air-fed hooded respirator/negative or positive pressure respirator.

**Duty 4**

**General Summary:**

**Percentage: 5**

Perform administrative functions.

**Individual tasks related to the duty:**

- Report time and activities accurately.
- Participate in the Transportation Maintenance Worker (TMW) Work Element Training Program and maintain required documentation.
- Attend required training.
- Utilize computer-based programs such as the Statewide Integrated Governmental Management Application (SIGMA) timekeeping system, Transportation Asset Management System (TAMS), Safety Data Sheets (SDS), Fleet Focus M-5 (vehicle maintenance tracking system), Outlook, Word, and any others required by the supervisor.
- Utilize TAMS to generate and complete work orders for maintenance activities.
- Support asset management practices by:
  - attaching relevant Geographical Information System (GIS) assets to maintenance work orders
  - updating GIS asset attributes that are in error or change based on the repair
  - documenting locations where assets are missing in GIS or needs relocation
  - assisting with other asset management efforts

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

Perform other duties as assigned.

**Individual tasks related to the duty:**

- Perform related work as assigned by supervisor or crew leader.
- Operate specialized maintenance equipment including, but not limited to, backhoe, excavator, motor grader, dozer, boom mower, roller, aerial equipment, etc.

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

When to start or stop work in different traffic situations due to safety 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.**

When directions are not clear or problems occur, working overtime, or working in travel status.

**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 daily in all kinds of weather conditions. Working on roadway in traffic. Work from heights of less than 40 feet from ladders and scaffolding or work from heights up to 150 feet from a bucket truck. Working with chemicals and some exposure to hazardous materials. Physical efforts include manual labor which involves transporting/moving heavy tools and materials which weigh up to 100 pounds. Ability to remain in a stationary position for extended periods of time, work in confined spaces, wear required Personal Protection Equipment (PPE), sustain extensive and repeated bending, twisting, climbing, kneeling, reaching, crouching, lifting, squatting, and stooping many times per day, as well as traversing rough terrain. Work hours may vary including potential overtime on nights and weekends and overnight travel. Must maintain a working telephone for emergency calls. Be available outside normal working hours for maintenance/emergency operations, in all weather conditions. This position is required to operate a vehicle and/or vehicle trailer combination with a GVWR of up to or more than 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.****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. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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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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 maintain the transportation infrastructure and ensure it functions in a reasonable and safe condition.

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 is required.

**Transportation Maintenance Worker 7**

One year of experience equivalent to a TMW 6 or Laborer E6 with experience in roadway, roadside, bridge maintenance/construction, sign maintenance, or pavement marking.

**Transportation Maintenance Worker E8**

Two years of experience equivalent to a TMW, including one year equivalent to a TMW 7; or, one year of skilled trades worker experience at the E9 level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- proper methods of traffic work zone controls/signing/safety precautions
- operation of equipment and powered/hand tools
- procedures for performing pre-inspection of equipment
- safety policies and procedures
- procedures and methods used in maintenance activities

Ability to:

- make repairs to equipment and facilities
- understand and follow directions/instructions
- communicate effectively
- work in inclement weather

- wear required PPE
- work from heights from up to 150 feet in a bucket truck
- operate equipment in a safe manner
- 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.
- Satisfactory completion of MDOT's Transportation Maintenance Work Element and Certification program required for the specific level.
- Ability to obtain and maintain an Equipment Operator's Card in accordance with MIOSHA regulations.
- If assigned by supervisor, must obtain a Commercial Core Pesticide Applicator certification as well as categories 3A (Turfgrass Pesticide Management), 3B (Ornamental Pesticide Management), 5 (Aquatic Pesticide Management), and 6 (Right-of-Way Pesticide Management) from the Department of Agriculture and Rural Development (MDARD) while being assigned these duties.

**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

3/2/2026

\_\_\_\_\_  
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