State of Michigan
Civil Service Commission

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

Position Code
1. TRMTWKRAA18R

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** Maintenance
5. Working Title (What the agency calls the position) TMW 9 - Lead Worker	**11. Section** North Region
6. Name and Position Code Description of Direct Supervisor PERRIN, AARON F; TRANSPORTATION MAINT SPV-2	**12. Unit** North Region Field Operations - Kalkaska Garage
7. Name and Position Code Description of Second Level Supervisor ZUIDERVEEN, LYNDON P; TRANSPORTATION MAINT SPV-3	**13. Work Location (City and Address)/Hours of Work** 809 Birch Street, Kalkaska, MI 49646 / Mon-Thur/6:00 am-4:30 pm/(Days/Hour May Vary)

14. General Summary of Function/Purpose of Position

This position serves as a lead worker responsible for leading and training crews in state highway maintenance and performing winter maintenance activities. These duties include, but are not limited to, maintenance activities in or on bridges, vegetation control, shoulder maintenance, sign maintenance, guardrail maintenance, roadside brush, patrol patching, and culvert maintenance. This position tracks and prepares all paperwork associated with these activities. Additionally, this position is required to participate in the Transportation Maintenance Worker (TMW) Work Element Training Program and may be trained to operate any piece of equipment used in a maintenance operations. This position may at times perform other assigned duties from other regions, counties or 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., snowplows) when performing field work

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**

Lead and train crews on a variety of routine roadway and roadside maintenance activities. Assist with the repair and rehabilitation of deteriorated concrete/steel on bridges, structures and culverts. Provide field inspection and oversight for maintenance contracts.

Individual tasks related to the duty:

- Organize, perform, train, and direct all types of winter maintenance activities which include, but are not limited to, salting and sanding operations, plowing and blading snow, winter road patrol, and anti-icing operations.
- Work as necessary to repair region assets damaged as a result of winter weather.
- Use ground speed control devices for application of snow and ice control liquids and solids.
- Operate heavy duty trucks with snowplows, underbody plows, sand and salt spreaders to remove snow accumulation. Change underbody blades weighing 60 pounds.
- Operate front end loader.
- Respond to work requests assigned by supervisor.
- Ensure all activities are performed in a safe and efficient manner and are performed to Michigan Department of Transportation (MDOT) specifications.
- Guide others and participate in the TMW Work Element Training Program
- Oversee daily work for winter activities.
- Complete day-to-day forms, including, but not limited to logs, activity accomplishments, salt, salt/sand, brine usage logs and reports.
- Train employees in new processes.
- Upon absence of supervisor, assume certain duties as directed.

Duty 2

General Summary: **Percentage: 40**

Under general supervision, train and lead crews and perform the following duties, however not limited to: Crew oversight on a variety of routine roadway and roadside maintenance activities such as, guardrail repair, seal patching, crack filling, blading shoulders, right-of-way fence repair, delineator maintenance, roadside vegetation management and litter pick up. Assist with the repair and rehabilitation of deteriorated concrete/steel on bridges, structures and culverts. Provide field inspection and oversight for maintenance contracts. Set up lane closures.

Individual tasks related to the duty:

- Organize, perform, train, and direct roadway and roadside maintenance activities which include, but are not limited to, guardrail repair, seal patching, crack filling, right-of-way fence repair, delineator maintenance, roadside vegetation management, litter pick up, pothole patching, shoulder blading, ditching and culvert maintenance.
- Utilize of hand tools such as chain saws, electric drill, saw, impact hammer, carpenter's level, etc.
- Repair or replace catch basins, clean ditches with backhoe and bulldozer, lift and place guardrail posts and steel beam guardrails.
- Perform all types of asphalt work with paver and roller for concrete repairs, treatments and replacement.
- Perform routine sign repair, replacement, and trim and remove trees from roadsides and parks.
- Apply pesticides and herbicides to trunk line roadsides for weed and brush control.
- Operate motorized equipment including, but not limited to truck mounted aerial lifts, spray equipment, small and hydraulic cranes, welders, loaders, pneumatic pavement breakers, skid steer with attachments, air compressors, and air tools weighing 60 - 90 pounds, 6-to-10-ton dump truck, large and small trucks, electric generators, and sandblasters.
- Install work zone signing, barricades and lighted arrows according to the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) and set up proper lane closures utilizing Maintenance Work Zone Traffic Control Guidelines.
- Respond to work requests assigned by supervisor.
- Provide training for others in all aspects of maintenance activities.
- Work in conjunction with other road agencies, contractors and municipalities as a lead worker.
- Ensure all activities are performed in a safe and efficient manner, that all the work and procedures are performed to MDOT specifications, and that all material needed and equipment are available for each job assignment.
- Wear and train others in the usage of personal protective equipment (PPE) and follow all MDOT policies and procedures.
- Guide others and participate in the TMW Work Element Training Program.
- Interpret written contracts and provide written and electronic documentation.
- Track and record all weekly accomplishments and understand written controls.

Duty 3

General Summary: **Percentage: 10**

Organize and coordinate the region's work plans.

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:

- Ensure that all equipment is prepared, serviced, and prepped for the upcoming maintenance season.
- Assist supervisor and Operations Field Services personnel in prioritizing work lists.
- Respond to work requests assigned by supervisor.
- Ensure all activities are performed in a safe and efficient manner.
- Ensure all the work and procedures are performed to MDOT specifications.
- Complete orders for all maintenance supplies and materials utilizing approved methods.
- Operate heavy equipment and utilize ground speed control devices in the application of herbicides and pesticides.
- Use all types of leveling tools, transit, dump level and string level.
- Grade shoulders, cut ditches, level dirt, remove berms along outside shoulder and remove transverse joints in the pavement surfaces with grader and bulldozer.
- Build and maintain rustic structures.
- Load and unload all types of equipment from trailers.

Duty 4

General Summary: **Percentage: 10**

Other lead worker responsibilities.

Individual tasks related to the duty:

- Complete and maintain Accomplishment Logs and reports.
- Maintain inventory and assist inventory coordinator with the scanned bridge/facility inventory annually.
- Maintain overtime call in log, overtime summaries, overtime equalization spreadsheet and/or board as directed by supervisor.
- Maintain and update the Safety Data Sheet (SDS) Books and other facility required inspection items.
- Assist supervisor in facility security.
- Maintain salt, sand, and brine inventories keeping supervisor informed of material needs.
- 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.
- Perform other duties as assigned by the supervisor.

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 situations due to safety considerations or weather conditions.
- Wherever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.
- In making decisions that will affect job performance with or without supervision.

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

- When instructions need clarification and priorities need to be established.
- When assignment is unclear or involves a policy decision.
- When job or activity requires additional staff.
- When in travel status.
- When overtime is required.
- Purchasing with procurement card or other process.

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. Operating state vehicles and equipment throughout the North Region area. Working on roadways in traffic, from heights, from boats or barges, ladders, and scaffolding. Work from heights in excess of 100 feet utilizing aerial equipment and/or from bridge decks, and utilizing appropriate PPE. Working with chemicals periodically and some exposure to hazardous materials. Transport heavy tools and materials which weigh up to 100 pounds. Operation of a 60 and 90-pound jackhammer and roadside weed spraying equipment. 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.

NAME	CLASS TITLE	NAME	CLASS TITLE
LONG, JACOB	TRANSPORTATION MAINT WORKER-E 7	VACANT	TRANSPORTATION MAINT WORKER-E
GILL, ZACHARY C	TRANSPORTATION MAINT WORKER-E E8	VACANT	TRANSPORTATION MAINT WORKER-E
KITTER, GERALD A	TRANSPORTATION MAINT WORKER-E E8	STRICKLER, SEAN A	TRANSPORTATION MAINT WORKER-E 7
INGRAHAM, AARON J	TRANSPORTATION MAINT WORKER-E 6	BRAND, ROBIN E	TRANSPORTATION MAINT WORKER-E E8
BROWN, NATHAN	TRANSPORTATION MAINT WORKER-E E8	SUTTON, THOMAS	TRANSPORTATION MAINT WORKER-E E8
MALICOWSKI, AARON	TRANSPORTATION MAINT WORKER-E E8	BOOMS, JOSEPH D	TRANSPORTATION MAINT WORKER-E E8

Additional Subordinates

There are multiple TMW 9 positions in this work unit overseeing several lower-level positions. 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 positions 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?

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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 field work.

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 in a reasonable and safe condition. This position acts as a lead worker to organize, perform, train, and direct maintenance work activities and communicate effectively with supervision.

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:

- highway traffic rules and regulations, signing, and safety precautions
- procedures and methods used in maintenance of roadways, roadsides, bridges and signs
- potential dangers and precautions applicable to work crews

Skill in:

- operating motorized equipment in a safe manner
- the use of hand and power tools (e.g., chain saws, pumps, air hammers, compressors, mixers, etc.)

Ability to:

- make minor repairs to equipment, tools, and vehicles used in maintenance work
- work outside in inclement weather
- wear a respirator and safety equipment
- work from aerial buckets at heights up to 150 feet
- communicate effectively
- maintain a working telephone for contact for emergencies
- work varying hours including nights, weekends, and holidays
- occasionally overnight travel

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.
- Possession of a valid Equipment Operator Permit issued by the Michigan Department of Transportation.

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	9/24/2026
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**