

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

Position Code

1. TRMTWKREA11R

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-E	10. Division Superior Region
5. Working Title (What the agency calls the position) Transportation Maintenance Worker E	11. Section Ishpeming Transportation Service Center
6. Name and Position Code Description of Direct Supervisor RINKINEN, JASON R; TRANSPORTATION MAINT SPV-2	12. Unit L'Anse Maintenance Facility
7. Name and Position Code Description of Second Level Supervisor FILPUS, KENNETH P; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work 301 WINTER ST, LANSE MI 49946 / Hours & Shifts Vary & Include Weekends

14. General Summary of Function/Purpose of Position

This position performs maintenance of state trunk lines, structures, and right-of-ways in the Superior Region. Duties include, but are not limited to, performing all surface, roadside general maintenance, and winter maintenance activities, operating various types of equipment, participating in team managed work groups, participating in the Transportation Maintenance Worker (TMW) work element program., This position is required to travel to work sites throughout the Region, requiring overnight travel. Winter work schedule includes afternoon, night, and weekend shift assignments with scheduled and unscheduled overtime.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., dump 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: 75

Perform surface, shoulder, roadside, structure, general maintenance, and winter maintenance activities listed in the MDOT Direct Maintenance Handbook. Participate in the TMW work element program. Responsible for all safety aspects of a job and be in compliance with Departmental personal safety equipment policy, hazardous waste management program and protected area policies and procedures.

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:

- Perform maintenance activities including, but not limited to, patrol patching, seal patching, crack filling, patching gravel shoulders, tree and stump removal, litter pickup, mowing, repair steel guardrail, cable guardrail repairs, right-of-way fence repair, snow removal, salting and sanding pavements, sign installation, maintenance and fabrication of signs, delineator maintenance, chemical weed and brush control, building and repairing rustic structures, bridge painting, catch basin cleaning and repair and concrete bridge deck repair, etc.
- Operate heavy motorized equipment during the performance of these activities including, but not limited to, 6-ton dump truck for hauling maintenance materials and supplies to job sites, 6 to 9-ton dump trucks with winter attachments such as metered salt boxes, underbody scraper blades, snow plows, tow plows, etc., front end loader to load salt and other maintenance materials, tractor with attachments such as backhoe, loader bucket, rotary mower, etc., one-ton dump truck, motor grader with wing and plow, roller, bulldozer, hydraulic crane, aerial bucket, hydraulic excavator, snow blower, large truck with hydraulic lift bucket, air compressor, brush chipper, stump grinder, chemical spray machine, etc.
- Operate powered equipment including, but not limited to, chain saw, generator, electric and air power tools, pavement router, tar kettle, water pumps, cement saw, mud-jack machine, street sweeper, bump grinder, bump burner, reach-all and profiler, abrasive blasting equipment, etc.
- Utilize hand tools including, but not limited to, shovel, rake, sledgehammer, posthole digger, etc.
- Perform manual labor during the performance of these activities, including but not limited to, lift objects weighing up to 100 pounds which requires twisting, bending, and stooping; shovel stones and asphalt material, unload materials from truck bed, carry and set up temporary lane closures, clear roads and shoulders of dead animals and debris, work on scaffolding at different heights, climb into vehicles and equipment, etc.
- Set up, operate, maintain, and take down traffic control devices for establishing work zones on highways, roadside and bridges.
- Train employees in the various maintenance and equipment operations.
- Participate in team managed work groups encouraging all employees to work together to accomplish required planning, scheduling, and completion of maintenance tasks.

Duty 2

General Summary:

Percentage: 10

Perform equipment servicing and cleaning, perform miscellaneous duties and janitorial activities at garage facilities and on MDOT owned or leased properties, and other maintenance work activities as directed by the supervisor.

Individual tasks related to the duty:

- Operate equipment in performance of the above activities including but not limited to forklift, front end loader, small lawn tractor, etc.
- Perform equipment servicing including, but not limited to changing tires, changing oil, lubricating equipment, etc.
- Perform pre-inspection of equipment for determining readiness of equipment to meet function operational requirements prior to operation.

Duty 3

General Summary:

Percentage: 10

Perform sign maintenance activities.

Individual tasks related to the duty:

- Perform sign maintenance activities including sign fabrication, small sign maintenance, special pavement marking, small sign erection.
- Utilize motorized and power equipment during the performance of these activities including, but not limited to, sign truck with lift bucket, sign fabrication equipment, hydraulic post puller, stake rack truck, post driving hammer, air powered drills, etc.
- Operate mechanic's hand tools to install, repair, and replace pipes, posts, signs, delineators, and fence.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Use and maintain personal safety equipment and apparel.
- Submit all timecards, leave requests, work order reports and other written documents as directed by the supervisor and in accordance with departmental procedures and policies.
- 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.

Employee exercise judgment to select and apply the most appropriate guideline from available alternatives. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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

When assignment is unclear or involves a policy decision (TMW E8), or in a development capacity (TMW 7), or the employee is in a learning capacity (TMW 6).

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.

Position requires working various hours, working outside in all kinds of weather, working on roadway in high traffic areas, working with chemicals, herbicides, pesticides, wearing a respirator, operating various types of equipment, performing manual labor, working from heights up to 50 feet requiring the use of aerial equipment or working from bridge decks, entering confined spaces, twisting, bending and stooping many times and wearing personal protective equipment. Manual labor involves lifting and carrying heavy tools and materials and the ability to lift up to 90 pounds. Be available outside normal working hours for maintenance/emergency 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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	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?

This position performs maintenance of state trunk lines, structures, and right-of-ways in the Superior Region. Duties include, but are not limited to, performing all surface, roadside general maintenance, and winter maintenance activities, operating various types of equipment, participating in team managed work groups, participating in the TMW work element program., This position is required to travel to work sites throughout the Region, requiring overnight travel. Winter work schedule includes afternoon, night, and weekend shift assignments with scheduled and unscheduled overtime.

Operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more (e.g., dump truck, snowplow, etc.) when performing maintenance activities.

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?

Responsible for maintenance of state trunk lines in the Superior Region.

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 of experience 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:

- operation of equipment and powered/hand tools.
- safety policies/procedures.
- procedures and methods used in maintenance activities.

Ability to:

- lift objects weighing up to 90 pounds which requires twisting, bending, stooping.
- communicate effectively.
- read a blueprint and take directions.

- to set up and meet with local utilities; be able to make decisions on sign replacement when normal placement is not possible.
- correctly fill out all paperwork for submittal of time, equipment/material usage, leave requests and other reports/documents.
- operate equipment in a safe and efficient manner
- operate a computer.
- understand and follow directions/instructions.
- to work with herbicides, pesticides, and chemicals.
- wear a respirator.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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 within 12 months from the date of hire into the position.

Satisfactory completion of MDOT's TMW Work Element training and certification program is required for specific levels.

Some positions may also be assigned duties that require the application of pesticides / herbicides that may require certification or registration as a pesticide applicator in compliance with Michigan Department of Agriculture and Rural Development (MDARD) 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.

none

I certify that the entries on these pages are accurate and complete.

ASHLEY PARSONS

1/28/2025

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